SUMMARY

The summary is a shortening of the essential points of a passage, speech or lecture to one third of its original length.

Summarising helps to confine information to the essential points.

STEPS

- Identify the purpose.
- Read the passage for comprehension.
- Read the passage again and underline the important points.
- As a first draft write down the points you have identified.
- . In the first draft you can still quote from the passage.
- Read through the first draft and check that each point you wrote down connects to the purpose.
- Omit all examples, figurative language, repetition, quotations, contrasts and analogies.
- Reduce phrases and ideas to one word if possible.
- Count the number of words.
- · Provide a title. (Not part of word count)
- · Rewrite the first draft into a final summary.
- Use your own words at all times. Replace a word with your own word and rearrange word order.
- Draw a line through your first draft.
- Write the word count at the bottom of final.

THINGS TO REMEMBER

- The order of the information may be changed.
- Use subordinating conjunctions to ensure that your text is smooth, e.g.: while however, consequently, yet and nevertheless. The color is useful for emphasis and linking.
- Hyphenated words and acronyms (FIFA, NATO or SABC) count as one.
- When exceeding the word count, the marker shall step marking after the sentence in which the word count is exceeded is completed.
- As soon as you quote even one point you will only receive one out of a possible of 3
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