

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.



What to Do

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 **colon** 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 **stop 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 marks for **language**.



Remember!!!

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Huangqi Zhang



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Table of Contents Grade 8 English Memo Caps

1. Understanding the eBook Grade 8 English Memo Caps
 - The Rise of Digital Reading Grade 8 English Memo Caps
 - Advantages of eBooks Over Traditional Books
2. Identifying Grade 8 English Memo Caps
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Grade 8 English Memo Caps
 - User-Friendly Interface
4. Exploring eBook Recommendations from Grade 8 English Memo Caps
 - Personalized Recommendations
 - Grade 8 English Memo Caps User Reviews and Ratings

- Grade 8 English Memo Caps and Bestseller Lists
- 5. Accessing Grade 8 English Memo Caps Free and Paid eBooks
 - Grade 8 English Memo Caps Public Domain eBooks
 - Grade 8 English Memo Caps eBook Subscription Services
 - Grade 8 English Memo Caps Budget-Friendly Options
- 6. Navigating Grade 8 English Memo Caps eBook Formats
 - ePub, PDF, MOBI, and More
 - Grade 8 English Memo Caps Compatibility with Devices
 - Grade 8 English Memo Caps Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Grade 8 English Memo Caps
 - Highlighting and Note-Taking Grade 8 English Memo Caps
 - Interactive Elements Grade 8 English Memo Caps
- 8. Staying Engaged with Grade 8 English Memo Caps
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Grade 8 English Memo Caps
- 9. Balancing eBooks and Physical Books Grade 8 English Memo Caps
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Grade 8 English Memo Caps
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Grade 8 English Memo Caps
 - Setting Reading Goals Grade 8 English Memo Caps
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Grade 8 English Memo Caps
 - Fact-Checking eBook Content of Grade 8 English Memo Caps
 - Distinguishing Credible Sources

13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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