ENGLISH LANGUAGE

SS2, WEEK 8 AND 9 .

TOPIC: SUMMARY

What is a summary ?

Summary involves writing down a brief and concise account of a long passage . in other words , summary can be described as a shortened form of a long passage removing all irrelevant points from the main points and giving a short account of the passage using your own words .

There are four main things students have to note in order to write a good summary . They are :

1. BREVITY: This demands that they must be brief and concise in their answers. There is no room for the use of flowery language or any other additional information aside from the main points .
2. REELEVANCE: This calls for a candidate’s answers to be relevant to the points mentioned in the passage . Students are not expected in summary writing to give any fact or point to outside the passage , however , relevant they think the fact or point is.
3. PROPER COVPROPER COVAGE OF THE PASSAGE : This demands that students must read and understand every aspect of the passage .This calls for proper understanding of the passage.
4. CLARITY: This means that students are expected to put down their answers clearly .

HOW TO PUT DOWN SUMMARY ANSWERS :

1. Write in Sentences: summary answers should be written in sentences . When the student writes a preamble ( a kind of introduction to his sentences )to his answers , the preamble must flow the sentences .

For example , in a question where the student is asked to summarize the factors responsible for different levels of achievement in schools, the student will need to write a preamble to all his sentences .The preamble will be : example ;

The factors responsible for different levels of achievement in schools are :

where the schools are located .

some schools are located in privileged areas while others are not .

The above sentences are complete sentences because they have their subjects and verbs and other elements of the sentence .

ii. Short and Concise answers : summary answers should be short and concise . Avoid the inclusion of irrelevant /extraneous materials in every scoring answer .Limit your answers only to information available in the passage .

iii. Use your own words : In writing down the answers , make use of your own words and expressions as much as possible. You are not expected to engage in mindless lifting of words and expressions from the passage .

iv. Use good sentences : summary answers should be written down in good grammar and expression. Make sure that your answers are devoid of grammatical and expression errors .