

**ENGLISH SUMMARY WRITING NOTES.**

A summary is **short** account of a given **text** containing only essential information.

Synonyms for the adjective **short** included;

- brief
- concise
- terse
- succinct
- Laconic
- Pithy

**etc.**

**A text** in this case refers to any writing in prose and verse .

Examples;

- longer narratives
- short stories
- dialogues
- poems

**etc.**

**The Importance of the summary writing skill to students.**

- It is a first class ticket to academic excellence
- Improves the learners vocabulary.
- Encourages creative thinking.
- Promotes the reading culture.
- Encourages effective revision.
- Promotes quick comprehension

**Question:**

1. In a nutshell write a paragraph showing the importance of summary writing to students.

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- Identify the language by looking at diction and register
- Study the sentence construction and the arrangement of paragraphs
- Analyse the question.

#### 4.Second Reading (close reading)

As the above word suggest,at this stage a student should make an efforts to get closer to the meaning of the passage by doing the following;

- Reading word by word,phrase by phrase, clause by clause ,sentence by sentence and paragraph by paragraph until effective comprehension has been achieved.
- Finding the meaning behind difficult vocabulary is one way to achieve full comprehension of a passage. Study closely the words in the context where they are used.

#### 5.Third reading. (Scanning)

- Read the question the second time and understand what it requires.
- Look carefully at the questioning verb and the words that precedes it.
- Read and highlight ,mark or underline all the words, phrases and clauses that contain the main idea and its qualifiers.
- Mark the points by numbering chronologically from the first to the last.Remember the question requires 20 main points ,make an effort to exhaust the passage.

#### 6.Rough Copy

Though many students have ignored this stage, this is where the quality of a good summary is determined. It very rear for student to score i n this section without a rough copy.

- A rough copy should be written in one paragraph not an outline. This is to allow proper editing.
- A student should take a moment to analyse the question. This time more critically than the first and the second. He should look at all the elements of the question including the tense,the subject clause and the number of words required to answer.
- He should pay extreme attention to the words that come after the questioning verb this is because these are the same words we use to write the title.

**Consider the examples below;**

1. In 100 words summarize the causes of Corona virus .
2. In about 80 words explain how coron is tragic
- 3.In not less than 120 words not down the social and economic impact of the corona virus.
- 4.In not more than 95 words describe the signs and symptoms of Covid 19.

**Note:**

- The words that come after the underlined questioning verbs above make the title of the summary. The title derived from number(1) above would be;

1A.THE CAUSES OF CORONA VIRUS.

1B.The Causes of Corona Virus.

**TASK:**

Study the remaining questions above and write good titles.

2A.....

2B.....

3A.....

3B.....

4A.....

4B.....

- The title is very important in summary writing and should not be left out. It is the first item of a summary and like all other headings,the title defines what the summary is talking about.Titles should be correct grammatical with appropriate spellings,a correct tense and spellings. It should be capitalised,and underline only if one has capitalised initial letters. Do not leave out articles and determiners.
- After a successful title, make an effort to indent(leave a space from the margins) and draw boarder lines to mentain good sentence alignment.

**7.Body of a rough copy.**

- Begin your indented paragraph with a topical sentence. (A sentence that has the subject of the summary)
- Use simple, compound or complex sentences according to your level of sentece construction.
- Pay attention to all the rules of grammar such as subject verb agreement, using a correct tense and punctuation.
- Present your points in a logical order. A summary is written in continuous prose.Do not outline,make sure your paragraph communicate sense.
- Exhaust all points as highlighted during scanning.
- Count the number of words

**8.Editing a rough copy**

Read through your paragraph checking the following;

- Poor sentenced construction.
- Poor tense usage.
- Poor punctuation.
- Wrong spellings.
- Redundant words and phrases.
- Repetition of the points and the subject (noun).
- Excessive use of conjunctions, especially "And".
- Excessive use of commas (not more than twice).

Having rectified the above errors, count the words again, edit and count again until you have the exact number of words required in the question.

### **9. The fair copy.**

This is the final stage of summary writing therefore students have to be extra careful at this stage. This is where every correct main point is merited and it is very simple to earn your first 20 free marks by fully utilising this section. The irony however, is that at this stage students tend to give up. They tend to lose concentration and does off. This puts all their efforts in vain.

- At this stage students are advised to be very accurate not to make more mistakes because editing at this stage would mean spoiling a would be good job.
- A fair copy consists of only verified, organised and well constructed sentences containing main points which are presented in continuous paragraph indented once.

**10. The final stage is proof reading and confirming the correctness of the summary and the number of words.**

**\*\* SUCCESS\*\***

