

SUMMARY WRITING

When preparing our S4 learners for UCE 112/2, kindly emphasize the following:

- that summary is mainly identifying the main points only that answer the given question.
- the answer should be presented in ONE paragraph in well punctuated, grammatically correct, meaningful and complete sentences.
- the paragraph should have a correct title (preferably upper case- using capital letters. Lower case is also acceptable but could be tricky to some learners). Never use a full stop, for 'title' is not 'sentence'.
- start the paragraph with the subject (who/which is being referred to) picked from the title.
- avoid repeating the title in the opening sentence of the paragraph.
- avoid starting the unnecessary opening of the subsequent sentences with 'Also, Further more, Besides' etc
- the tone/tense of the question must be maintained throughout the paragraph
- encourage learners to use complete sentences, for the incomplete sentences are treated as outlines, thus penalised
- our learners should avoid RUN-ON sentences
- emphasize punctuation (that a sentence starts with a capital letter & ends with a fullstop
- currently UNEB accepts not more than 2 commas in a SENTENCE not the entire paragraph
- the word limit must be respected (excess words need be removed on the Rough copy to ensure the neat presentation of the Fair Copy where marks are awarded)

My humble submission. Colleagues can supplement/critique.

Nuwabaasa Jonathan, senior teacher.