

CLASS: SECONDARY SCHOOL

SUBJECT: ENGLISH LANGUAGE

TOPIC: SUMMARY WRITING





Summary
Writing



Summary
Writing

Definition

- Summary is writing down the gist or the main idea of a passage in short but exact words.
- It is a condensed, or shortened, retelling of a longer work (this can be a movie, book, play, long poem, and so forth).



Summaries are meant to be short--the purpose is to communicate the basic idea of the piece and the relevant details. It gives a person who has not read the story or book a good idea of what the book will be about.



Objectives of Writing Summary



Improves students memory for what is read.

It helps students ignore irrelevant information.

It makes students write in brief and straight to the point.



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Tips on Writing a Good Summary

1. Identify the topic sentence.

This is the key or important points in the passage. All others are developmental sentences which merely develop, amplify, illustrate or explain the topic sentence.



2. Do not copy answers word for word from the passage, i.e. do not lift them sheepishly or mindlessly as the needed answer.

Example:

Every now and then, as if with the ticks of the clock, she spued out saliva.

Summary: She spat saliva always.

Or

She spued out saliva always.



3. Write your answers in complete sentences. The sentences must be brief and straight to the point

Example:

Question- Why did they go there?

Answer- They went there because they needed money.

Or. They needed money.



Do not write:

Because they needed money.

('Because' or others like 'since', 'for', 'but', 'that' etc. are conjunctions and so they make the answer incomplete.)



4. Always use a word or short expression to replace a group of words or long expressions. Be careful not to use unnecessary words of yours.

Example: 'Every now and then' for 'Always'.

OR

'I ensure that I work round the clock and relentlessly like a bee'. For 'I work a lot'.

or 'I work diligently'.



5. Avoid lumping two points in the same sentence. Each sentence should have one point.

Example:

Excessive use of the internet exposes children to bad habits.

Excessive use of the internet destroys relationship.

NOT

Excessive use of the internet exposes children to bad habits and destroys relationship.



6. Do not write more than the required number of sentences.

Example:

Question: In two sentences, state the effects of the excessive use of the internet.

Answer: 1. Excessive use of the internet exposes children to bad habits.

2. Excessive use of the internet destroys relationship.

3. Excessive use of the internet consumes time.



Steps to take when answering Summary Passages.

- Read the passage fast the first time.
- Read the passage at a much slower pace the second time, paying more attention to the points being discussed.
- Read the questions set on the passage.



Steps to take when answering Summary Passages cont.

- Read the passage again and underline the relevant topic sentence therein.
- Write your answers in short, complete and meaningful sentences.
- Read over your answers to correct errors.



Past Question



WAEC Past
Question

