Summary Writing Techniques

General points to follow:

1. No repetition
2. No decoration (don’t add fancy ideas/imagery, etc.)
3. No illustration (don’t give examples)
4. No addition (don’t give outside information or facts that were not in the passage)

Style to follow:

1. State your points clearly and concisely – stay focused on the passage and the question.
2. Be factual: don’t give information that is not stated in the passage. Don’t give personal opinions and NEVER repeat your points.
3. Every summary will have 20 points. Find them all.
4. To keep track of how many points you have found, underline/highlight your points on the passage and number them.
5. Whenever possible, use your own words. Don’t “lift” phrases and sentences.
6. Use connectors/cohesive markers 2-3 times (as well, also, however, moreover, not only).
7. Use constructions that allow you to group ideas into lists of 2 or 3. Use sentence pattern #11/correlative conjunctions at least 3 times in your summary.
   a: Neither….. nor…..nor…
   b: Either ……..or …….or…
   c: Not only…..but also…
8. Vary sentence openings and lengths. Use active verbs (avoid passive voice). Avoid overusing forms “to have” and “to be.”
9. Avoid making comments or unnecessarily long explanations.
10. Write your summary in simple and continuous tense.
11. Proofread your work and correct the mistakes you find.
Summary Writing Mark Breakdown – 20 Marks

- Every summary will be worth 20 marks.
- Using BOTH passages, you should find a combined total of 20 points.

**Content: 15 marks.**

In order to receive full marks for Content:

- You will receive 10 marks for the first 10 points. (One mark per point = 10 marks);
- You will receive ½ mark for each subsequent point. (1/2 mark per point – total of 10 extra points = 5 marks).

**Language: 5 marks.**

In order to receive full marks for Language you must have the following:

- “All points are made clearly and concisely in the candidate’s own words (where appropriate). The answer is strongly focused on the passages and on the question.”
- “Appropriate introduction and ending.”
- *Do not exceed the permitted length – “about 1 side in total, allowing for the size of your handwriting.”*

**Writing Skills to use in your summary:**

- Use of 2 or more connectors/cohesive markers;
- Variety of sentence structures (colon, semicolon, pattern 11);
- Presence of other techniques: list of 2’s, 3’s (Colon, semicolon, sentence patterns);
- Accurate and concise use of language (vocabulary, grammar, punctuation, ease of reading).

**Note that Language comprises 25% of your summary mark. Make sure that you proofread your work and correct any mistakes that you find.**