

# Summary

1.

2.

3.



## **Step One (Gleaning the required information)**

- Read the question first, as it helps you to focus on information you need to find from the passage.
- REMEMBER the question tells you precisely what to look for, e.g. advantages and disadvantages of cellphones, and where to find the information from e.g. paragraphs 3 - 7.

- Read the passage thoroughly and underline and number the points.
- Since the points can be mixed up and may not be in a particular order, creating a key for identifying these points might prove beneficial. For example, you could use (A) for advantages, and (D) for disadvantages.

- So as you read and come across a relevant point, you could underline and number it as A1, A2, A3 .
- Following this method saves a lot of time and you don't have to count the points repeatedly. You also don't have to worry about how much more information still needs to be retrieved.

## **Step Two (Transferring the information)**

In this part, you are required to transfer the information from the passage to the table given in the question paper.

- ❖ You should 'copy and paste' the information you underlined in the passage.

- ❖ You are not required to write the information in your own words.
- ❖ When copying information, please write it under the relevant heading.
- ❖ **Avoid lifting huge chunks of information, just write the relevant part.**
- ❖ You may write the information in short sentences or in short phrases. Short phrases are preferred

- ❖ Remember, you are being judged for 'fishing' information from the passage, not its accuracy.
- ❖ You are required to write a total of twelve to fourteen content points, two of which are already given.
- ❖ You may write as many points as possible, but you will get a maximum of only 12 marks.
- ❖ Try to balance the information in both the headings. If you write eight points under one heading, then write seven in the other. Or you could use a ratio of 9:6.
- ❖ But a ratio of 10:4 or 11:3 is unacceptable.

### **Part Three (Writing the summary)**

- In this part, you need to write the information you copied in the table, in your own words, in not more than 180 words including the 10 words given.
- The limit of 180 words is strictly imposed. All words are counted and the excess words are crossed out.
- However, you can write less than 180 words, but no fewer than 150 words.

- All the information should be written in the form of a paragraph.
- **IMPORTANT:** The examiner assesses you for your sustained effort in writing the information in your own words. However, the examiner also knows that not every piece of information, expression or word can be replaced. So you can keep the original words from the passage if you feel changing them would change the meaning.

## The issue of exceeding the word limit

Sometimes, you might end up writing more than 180 words. If this happens, then check if you have done any of the following:

- Written a point in a long sentence. For example, you might have written a relatively very long sentence and it can be rephrased in fewer words. Count the words and see how many can be cut down.
- Explained a point in detail.
- Commented on a point.
- Repeated a point.

**IMPORTANT:** Your primary concern is writing the information in 150 to 180 words. If you reach the word limit and have written between 12 - 15 points, that's good enough to score good marks.