

Grade 8- English FAL –

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How to summarize a text.

What is a summary?

- *A summary is a short version of an existing text where only the most important parts of the text are taken out.*



For example, during an exam you might be asked to reduce a text of 200 words to a summary of 60-70 words.

There are a few important things to remember when you are asked to do a summary.

- You must only take the important parts out the text, thus follow your instructions carefully and leave out any examples, personal opinions, figurative language, repeated information, unnecessary information, etc. as this will cause you to go beyond the number of words required.
- Number your sentences from 1-7.
- Make sure to use YOUR OWN WORDS in your final draft.
- You will have to hand in a rough draft/planning as well as your final draft.
- Edit your rough draft.
- Draw a line in pencil through your rough draft so your final draft is clearly indicated. Your final draft will be marked.
- Indicate your total number of words at the bottom of your summary.

TIP: If you have 7 paragraphs and they ask you to list seven things, then you can assume that most of the time, NOT ALWAYS, you will find an important part/sentence in each paragraph.

Follow the steps listed below in order to successfully summarize your text:

- STEP 1:** Read the instructions first to see what to look out for in the text, such as facts, advantages, and so on.
- STEP 2:** Read the text keeping in mind what you should be looking for.
- STEP 3:** Read the question again, this time making sure how many fact, advantages, tips, etc. you are expected to find in the text.
- STEP 4:** Read the text a second time underlining in pencil the facts, advantages, tips, etc. that you are supposed to find.
- STEP 5:** Write down as many points as requested in the question (Rough draft)
- STEP 6:** Go through your rough draft and make sure that you have not repeated any information and use your OWN WORDS.
- STEP 7:** Check that you are within the 60-70 word range and draw a line through your rough draft.
- STEP 8:** Now write your final draft and number your sentences from 1 – 7 in pen.
- STEP 9:** Write the total number of words used in brackets at the end of your summary.
- STEP 10:** Remember to leave a line open between each sentence.

EXAMPLE OF A SUMMARY:

Read the following passage and follow all the instructions given.

(STEP 1: Read the instructions first to see what to look out for in the text, such as facts, advantages, and so on.)

Instructions

1. Summarise **SEVEN TIPS** on how to save energy at home.
2. List the seven tips from **1 to 7**.
3. Write only **ONE** fact per line.
4. Use your own words as far as possible.
5. Do not use more than **70 words**.
6. Indicate the number of words you have used.
7. Use proper language.

(STEP 2: Read the text keeping in mind what you should be looking for.)

*(STEP 3: Read the question again, this time making sure how many fact, advantages, tips, etc. you are expected to find in the text = **in this example 7 tips**)*

SENSIBLE STEPS TO SAVE ELECTRICITY

By being more energy-conscious you can make a positive shift towards saving money on your electricity bills. At the same time, you'll help relieve the load on South Africa's overburdened power supply. All you need to do is follow a few simple steps in your home.

Let us start with one of the most important appliances in your home: the fridge. Loose or damaged door seals waste power because they let in warm air and the fridge has to work harder to maintain the temperature. Make sure they seal perfectly. Spend a little time planning meals with energy use in mind. It is a good idea to defrost food by taking it out of the freezer the previous day and allowing it to defrost in the fridge overnight rather than using the microwave. Thawing food in the microwave will certainly cost you. Pressure cookers use half the energy of regular pots and saucepans, making them perfect for stews and casseroles that traditionally need longer cooking.

Are you ready for a "cuppa"? Do not fill the kettle to the top with water for only a cup. Boil only as much water as you need. If you do boil a kettle full of water, consider using a thermos flask. That way you will not need to switch on your kettle as much. Use the washing machine only when you have a full load. The machine uses the same amount of electricity to wash loads of various sizes. Connect the washing machine or dishwasher to a cold inlet tap and choose a cool wash cycle to save more electricity. Most modern dishwashers use less hot water than it takes

to wash and rinse the dishes by hand, so they are definitely energy-saving devices.

[Adapted from: *You Magazine*, 21 January 2010]

STEP 4: Read the text a second time underlining in pencil the facts, advantages, tips, etc. that you are supposed to find.

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TIP 1:

TIP 2:

TIP 3:

TIP 4:


TIP 5:

TIP 6:

TIP 7:

(STEP 5: Write down as many points as requested in the question.)

These are the seven tips
you identified in STEP 4.



ROUGH DRAFT:

1. fridge has to work harder to maintain the temperature. Make sure they seal perfectly.
 2. defrost in the fridge overnight rather than using the microwave.
 3. Pressure cookers use half the energy of regular pots and saucepans
 4. kettle - Boil only as much water as you need.
 5. Use the washing machine only when you have a full load.
 6. Connect the washing machine or dishwasher to a cold inlet tap and choose a cool wash cycle
 7. Most modern dishwashers use less hot water than it takes to wash and rinse the dishes by hand
- **The above sentences are direct words used in text! you have to use your OWN WORDS and try and make the sentences as short as possible.**

Thus the next step is rewrite in your OWN WORDS (Also remember to edit your rough draft)

1. Make sure your fridge is sealed.
2. Do not defrost food in the microwave.
3. Try to use slow cookers most of the time.
4. Only boil the needed amount of water in the kettle.
5. Use the washing machine when you have a full load.
6. Use cold water when using the washing machine and dishwasher.
7. Rather use the dishwasher than washing dishes by hand.

(STEP 6: Go through your rough draft and make sure that you have not repeated any information and use your OWN WORDS.)

(STEP 7: Check that you are within the 60-70 word range and draw a line through your rough draft.)

Words used in rough draft above =62, thus amount of words ✓

(STEP 8: Now write your final draft and number your sentences from 1 – 7 IN pen.)

IMPORTANT: DO NOT write the title of the text! If you do it will be added to your amount of words used.)

SUMMARY – FINAL DRAFT

1. Make sure your fridge is sealed.
2. Do not defrost food in the microwave.
3. Try to use slow cookers most of the time.
4. Only boil the needed amount of water in the kettle.
5. Use the washing machine when you have a full load.
6. Use cold water when using the washing machine and dishwasher.
7. Rather use the dishwasher than washing dishes by hand.

(62 WORDS)



(STEP 9: Write the total number of words used in brackets at the end of your summary.)

(Step 10: Remember to leave a line open between each sentence.)

HOMEWORK: Follow the explanations above and complete the two summary activities that follow in your language book. Remember to follow the steps and include your rough and final draft in your book.

SUMMARY 1:

Homework

Read the following passage and follow the instructions given.

Instructions

1. Summarise **SIX points** that children can follow to keep themselves safe.
2. List the points from **1 to 6**.
3. Write one fact per line.
4. Do not use more than **70 words**.
5. Indicate the number of words you have used.
6. Use proper, good language.
7. Use your **OWN** words

How to be safe at all times.

Because of the high rate of crime, South African children are often in danger. It is very important to make sure that you are safe at all times. In a book called *What Worries Parents* by Kristina Murrin and Paul Martin they give some tips on how children can keep safe.

Make sure that one of your parents knows at all times where you are. Don't go off somewhere without telling someone where you are. Make sure also that your parents know when you will be returning. Your parents also need to know where you are and with whom.

Make sure that your parents meet the parents of your friends. It is important that your parents meet the parents of your friends so they can be in constant contact with each other to cross check your safety and that of your friends.

If you are uncomfortable about your caregiver, or the person who is looking after you, tell your parents about your feelings. Often you may not feel happy about the attitude of the person who has been placed in charge of you. Don't keep quiet about your feelings. Tell someone.

If someone you don't know offers you a gift, sweets or a lift in their car, always say no. Never take a gift from a stranger. This may put you into a difficult or even dangerous position. Memorise a telephone number that you could use in an emergency. But do not give out this number to just anybody. You must learn to protect yourself.

SUMMARY 2:

Homework

Read the following passage and follow the instructions given.

Instructions

1. Summarise **SIX principles** you can follow to help you make sure your goals keep you on the right path.
2. List the principles from **1 to 6**.
3. Write one fact per line.
4. Do not use more than **70 words**.
5. Indicate the number of words you have used.
6. Use your own words as far as possible.
7. Use good and proper language.

SET A GOAL

Goals are key – they're what keep you focused when the going gets tough. Use these six principles to make sure your goals are keeping you on the path to success.

Be very specific when setting your goals. Vague goals give you too much flexibility. Set out to just "tone up" and you're going nowhere. So be precise and say, for example, that you want to lower your body fat by 10 percent, or be able to run a 10K.

Make your goals measurable. You should be able to gauge and quantify your progress, both in the short and long term. Set weekly and monthly goals to keep yourself on track.

Stay within reach of your goals. If you can barely find 20 free minutes in your day, don't set yourself up for failure by saying you'll run for 50 minutes three days a week.

Accept reality. Even with the smartest plan and the strongest determination, your body can only handle so much. Of course, fast weight loss is possible, but if you drop more than 700g a week, you're probably losing muscle and water – not fat.

Time it right. Deadlines help keep your goals a priority.

Give yourself a year to drop 30 to 45kg, four to six months to train for a marathon (if you're a new runner), and two months to lose 10 to 12 percent of your body fat.

[Adapted from: *Women'sHealth*]