

ZIMSEC O Level English Language Notes: How to write a summary

- ☞ Summary writing forms an integral part of the English paper 2 examination.
- ☞ It contributes a hefty 20% towards your final English Language grade which is pretty substantial.
- ☞ That makes it as important as the Guided English composition found in Section B of Paper 1 of the English Language Examination.
- ☞ It is a wonder therefore how most students (and a lot of teachers out there) tend to ignore the summary writing skill.
- ☞ The Paper 2 examination is all about comprehension (understanding) and the summary question reflects that.
- ☞ If you work on your summary writing skills there is no reason why you shouldn't get the entire 20 marks in the examination.

Steps to writing a good summary.

Required skills and materials

- ☞ You will need to be fairly proficient with your English Language skills including reading and writing.
- ☞ Especially important are the following skills and topics: discourse markers, conjunctions, spelling and punctuation.
- ☞ You will need to bring a ruler and a pencil into the examination.

The steps

1. Read and understand the summary question a couple of times so as to make sure you are not missing anything important.
2. Pay attention to the instructions in the question (The English Language Examination is all about instructions).
3. Pay close attention to the *summary boundary* i.e. the portion of the passage from which you are supposed to draw the material you will use to write your summary. For example, a question might ask you to include only material from paragraph 9 to the end of paragraph 13. Take care to only include material from within the summary boundary. Including additional material even if it fits the criteria (see below) will not help you much as it will not be credited.
4. Determine the criteria that you are going to use to determine the material you are going to use. For example, if you are asked to summarise the writer's thoughts and actions after a certain event make sure you only include the material from after the said event.
5. Using your ruler and pencil underline the phrases that meet the criteria in the passage.
6. In most questions, you should be able to come up with about 15-25 phrases (points) that meet the criteria.
7. Once you are done underlining the phrases extract these phrases and list them in the order in which they appear in the passage.

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Festschrift Rufus H. Gouws Willem Botha, Paul Mavoungou, Dion Nkomo, 2013-06-01 The range of languages covered by the lexicographic investigations reported on e.g. Afrikaans, English, Northern Sotho, Yilumbu, Fang, French and Dutch is a clear indication of the wide-ranging influence of Rufus Gouws to whom the work is dedicated. Education and Development in Zimbabwe

Edward Shizha, Michael T. Kariwo, 2012-01-01 The book represents a contribution to policy formulation and design in an increasingly knowledge economy in Zimbabwe. It challenges scholars to think about the role of education, its funding and the egalitarian approach to widening access to education. The nexus between education, democracy and policy change is a complex one. The book provides an illuminating account of the constantly evolving notions of national identity, language and citizenship from the Zimbabwean experience. The book discusses educational successes and challenges by examining the ideological effects of social, political and economic considerations on Zimbabwe's colonial and postcolonial education. Currently, literature on current educational challenges in Zimbabwe is lacking and there is very little published material on these ideological effects on educational development in Zimbabwe. This book is likely to be one of the first on the impact of social, political and economic meltdown on education. The book is targeted at local and international academics and scholars of history of education and comparative education, scholars of international education and development, undergraduate and graduate students and professors who are interested in educational development in Africa, particularly Zimbabwe. Notwithstanding, the book is a valuable resource to policy makers, educational administrators and researchers and the wider community. Shizha and Kariwo's book is an important and illuminating addition on the effects of social, political and economic trajectories on education and development in Zimbabwe. It critically analyses the crucial specifics of the Zimbabwean situation by providing an in-depth discourse on education at this historical juncture. The book offers new insights that may be useful for an understanding of not only the Zimbabwean case but also education in other African countries.

Rosemary Gordon, Senior Lecturer in Educational Foundations, University of Zimbabwe. Ranging in temporal scope from the colonial era and its elitist legacy through the golden era of populist universal elementary education to the disarray of contemporary socioeconomic crisis covering elementary through higher education and touching thematically on everything from the pernicious effects of social adjustment programmes through the local deprofessionalization of teaching, this text provides a comprehensive, wide-ranging and yet carefully detailed account of education in Zimbabwe. This engagingly written portrayal will prove illuminating not only to readers interested in Zimbabwe's education specifically but more widely to all who are interested in how the sociopolitical shapes education, how ideology, policy, international pressures, economic factors and shifts in values collectively forge the historical and contemporary character of a country's education.

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