

Write: Read the following information on how to summarise written work.

Rewrite the notes neatly into your language book 1.

Where I have used colour, please use colour too.

This work will help you to prepare for English Exam Paper 2.

Date

Summaries

- A **summary** retells the **main events** of the story in a **shorter version**.
- What is the purpose of summarise writing? It is to show that you understand the main idea of what you have read.

How to summarise a story?

Step 1: Write **who** was in the story in 5 words or less. [Name all the characters]

Step 2: Write **what happened** in the story in 5 words or less.

Step 3: Write **when** it happened 5 words or less.

Step 4: Write **where** it happened 5 words or less.

Step 5: Write **why** it happened 5 words or less.

Step 3: Write **how** it happened 5 words or less.

How to summarise an informative text/ news article/ passage?

Step 1: What is the **main idea** of the text.

Use words like: "The main idea of this text/article is..." OR "The article, (*put the heading of the text here*), is mainly about..."

Step 2: Mention **another main idea** of the text.

Use words like: "Another main idea expressed in this text is ..."

Step 3: Include **information from all sections or paragraphs** of the text.

Step 4: Main ideas **supported with details, quotes or examples**.

Use words like: "For example ..." or "Another example is ..."



How to find the MAIN IDEA?

- The **main idea** is what the story is **mostly about**.
1. Ask yourself “**What** did I just **read about**?”
 2. Look at the **title**.
 3. Look at the **pictures**.
 4. Look for **clue words** that are **used repeatedly**.
 5. Reread the **first** and **last sentences/paragraphs**.

**Rule off after you have completed the work in your book.
Do not take short cuts! Work neatly and benefit from the time
spent on this lesson.**

