

Hello everyone. This week's focus is on writing a **summary**.

**Characteristics of a summary:**

- ✓ begins with an introductory sentence that states the main point of the text.
- ✓ contains only the ideas of the original text.
- ✓ conciseness, accuracy and objectivity.
- ✓ condensed information.
- ✓ is written in past tense and in reported speech.

**Summary techniques:**

- Read passage and get general overview of the content.
- Underline key sentences in each paragraph (*Normally the first sentence of each paragraph*)
- List the main points and use your own words.
- Combine main points in a logical sequence.
- Write first draft, edit and remove any unnecessary words or information
- Eliminate repetition, explanation, descriptions and quotations.
- Supply a short title if necessary
- Re write final draft and number of words in brackets.

*All the best*

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Please refer to **NECT MATERIALS EFAL GRADE 7 TERM 2 WEEK 5 INTERACTIVE ENGLISH**

