

2021 O-LEVEL ENGLISH SUBJECT-BASED STRATEGIES

Summary Skills: Identifying the Main Points

Marks are awarded based on the student's ability to pick out the key ideas and summarise them as concise points.

With an 80-word limit, you need to identify the points that get you marks. Do not waste words describing the other non-essential parts of the passage. Do note that on average, a Summary text (Text 3) should have, on average, 10 key points. You only need eight.

What to leave out

- Details
- Elaborations
- Repetitions
- Quotations
- Examples (unless the question specifically asks you to summarise these)

What to do

- Read the relevant section of the text *e.g. Use information only from Paragraphs 3 to 5*
- Underline/Highlight and number each relevant point
- Decide if you can change its structure, rephrase it, or both
- You *can* use words and phrases from the text which are difficult to substitute (e.g. technical or scientific terms), *but do change the structure of the sentence!*
- Write complete sentences (not in note form)
- Use a *variety* of sentence structures
- Use *linking words* to make your summary more cohesive; e.g. however, next, then, nevertheless, finally ...)
- Punctuate accurately and check for spelling (British English only) errors
- Write *one paragraph only*

Below is the Marking Rubrics for Summary. Analyse this to your advantage.

SUMMARY STYLE DESCRIPTORS	
MARK	
7	<ul style="list-style-type: none">• There is a sustained and successful attempt to re-phrase the text language.• The summary is free from lifting except for phrases from the text which are difficult to substitute.• Apart from very occasional slips, the language is accurate.
5-6	<ul style="list-style-type: none">• There is a noticeable attempt to re-phrase the text.• The summary is free from stretches of concentrated lifting.• The language is almost always accurate. Serious errors will be so isolated as to be almost unnoticeable.
3-4	<ul style="list-style-type: none">• There are recognisable but limited attempts to re-phrase the text detail.• Groups of text expression are interlaced with own words.• The expression may not always be secure, but the attempt to substitute the text will gain credit.• The language is largely accurate.
1-2	<ul style="list-style-type: none">• Wholesale copying of large areas of the text, but not a complete transcript.• Attempts to substitute own language will be limited to single word expression.• Irrelevant sections of the text will be more frequent at this level and below.• Meaning is not in doubt but serious errors are becoming more frequent.
0	<ul style="list-style-type: none">• Pretty well a complete transcript of the text expression.• Originality is barely noticeable.• There may also be random transcription of irrelevant sections of the text.• Heavy frequency of serious errors, impeding the reading in many places.