

English language  
9<sup>th</sup> Grade

**Topic: Summary Writing**

What is a summary? The formal definition is: *a brief statement or account of the main points of something*. And that's exactly what you have to do. Identify the main, relevant points and write them in your own words in an organized manner.

- **Read the question properly.**  
What exactly do you have to write a summary on. In the question, they could specify one or more detail. So, you need to write the summary on just those details. Leave out the rest.
- **Read the passage.**  
As you go, underline the points that you need to include in your summary, that
- **Write the summary.**  
That's easier said than done. You have got all your points, now you need to collate and organise it into one write-up using your own words.
  - Write a **one-line introduction** that tells the examiner what you're writing a summary on. Keep it short.
  - **Start organising the points.** You could do it chronologically, advantage-disadvantage format or problem-solution format- whatever works for the task at hand.
  - **Use connectives**, lots of them, to organise your points and add a sense of continuity. Some examples are: Firstly/Secondly/Thirdly, In Addition/Also/Furthermore, Consequently/As a result, Thus/Hence etc.
  - **Use your own words.** Use synonyms of word in the passage, if possible.
  - You **don't have to write a conclusion**. If the question asked you to write the summary on the entire passage, then maybe a conclusion would be fitting.
  - **Stick to the word limit.** For the extended paper you have to write at least 100 word but not more than 120 words. For the core paper you need to write at least 70 word but not more than 80 words. **Don't write too much**; scrap unnecessary points not relevant to the question; cut short words.