 Province of the

EASTERN CAPE

EDUCATION

**DIRECTORATE SENIOR CURRICULUM MANAGEMENT (SEN-FET)**

**HOME SCHOOLING SELF-STUDY WORKSHEET**

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| **SUBJECT** | English HL | **GRADE** | 10-12 | **DATE** | 12.05.2020 |
| ***TOPIC*** | *Summary writing* | ***TERM 1***  ***REVISION*** | *(Please tick) √* | ***TERM 2 CONTENT*** | *(Please tick) √* |
| **TIME ALLOCATION** | 60 Minutes | **TIPS TO KEEP HEALTHY**  1. **WASH YOUR HANDS** thoroughly with soap and water for at least 20 seconds. Alternatively, use hand sanitizer with an alcohol content of at least 60%.  2. **PRACTICE SOCIAL DISTANCING** – keep a distance of 1m away from other people.  3. **PRACTISE GOOD RESPIRATORY HYGIENE**: cough or sneeze into your elbow or tissue and dispose of the tissue immediately after use.  4. **TRY NOT TO TOUCH YOUR FACE.** The virus can be transferred from your hands to your nose, mouth and eyes. It can then enter your body and make you sick.  5. **STAY AT HOME.** | | | |
| **INSTRUCTIONS** | * On the following page there is a passage that you are required to summarise for a Reading Practice * Summarise the ways in which you can adapt your home to save the environment. * Present your SUMMARY in a FLUENT PARAGRAPH using your OWN WORDS. * Your paragraph must include SEVEN POINTS and NOT exceed 90 words. * You are NOT required to supply a title for the summary. * Indicate your WORD COUNT. |

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|  | **TEXT:**   1. Trying to go easy on the environment and leaving something behind for your descendants is not so difficult once you start with small everyday things where you can make a change that can last a lifetime. 2. Let’s see how you can save your environment by adapting your home. 3. Skylights and solar tubes are installed in your ceiling and are designed to let in more light. This will reduce the electricity you need to light your house. Some types can even convert sunlight into electricity. 4. Compact fluorescent or LED light bulbs do cost more, but they also last longer than conventional light bulbs. They also use only one-quarter of the energy. Start with the lights you leave on the most. 5. If your taps drip, get them fixed, or, if you can’t fix them right away, at least put a container under the dripping tap and use the water elsewhere, such as in your garden to water plants. 6. Choose curtains or blinds that keep your house cool in summer and warm in winter. For example, heavy curtains in a colder climate will help keep warm air in at night. If you are in a hot climate, consider tinting your windows or installing a reflective coating. 7. Deciduous trees provide shade in the summer, yet allow warming rays to enter your house during the colder months. Evergreens provide a wind break from prevailing winds. Be sure to consider the future growth of any planting and plant far enough from your house that the root systems will not disrupt your foundation. 8. Clean the coils on your refrigerator about once a year. 9. Clean the vent on your clothes dryer about once a year. Clean the lint filter each time you use the dryer. 10. A low-flow toilet can save many gallons of water per year, both preserving the environment and lowering your water bill. 11. Solar panels convert sunlight to electricity and are dropping in price. A home utility bill can drop by 20% with the use of converted solar energy. |  |

 **activity: Individual**

**SUMMARY WRITING**

**MARKING GUIDELINE**

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| The following are the main points that you should include in the summary, as a **guideline**. Any **SEVEN** valid points are to be credited in **paragraph-form.** |



**PARAGRAPH**

Conserving the environment can be made easy by starting with small changes in your home to make a significant impact in future. Installing skylights and solar tubes saves energy. Switch to compact fluorescent or LED light bulbs to save energy. Fix leaks in plumbing and install window treatments that maximize energy conservation. Plant barrier trees to protect your home from the elements. Maintain appliances and install low-flow toilets. Install solar panels to save on your electricity bill. Plant wind breaks a safe distance from the house. [86]

**Marking the summary:**

Your summary will be marked as follows:

**Mark allocation:**

• 7 marks for 7 points (1 mark per point)

• 3 marks for language

• Total marks = 10

Distribution of language marks when candidate has not quoted verbatim:

• 1–3 points correct: award 1 mark

• 4–5 points correct: award 2 marks

• 6–7 points correct: award 3 marks

Distribution of language marks when candidate has quoted verbatim:

• 6–7 quotes: award no language mark

• 1–5 quotes: award 1 language mark

**Word count:**

Markers are required to verify the number of words used.

If the word limit is exceeded, read up to the last sentence above the stipulated upper limit and ignore the rest of the summary.

 (10)

**Notes on content**

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| **LEARNING HOW TO WRITE A SUMMARY:**     1. **INTRODUCTION**   • A summary is a shortened version of a longer text.  • It keeps the basic meaning of the text.  • It contains relevant facts and accurate information from the text.  • It does not contain details from the text, for example, direct quotes.  CAN YOU   1. Follow the 5 steps to write a fluent paragraph summary? 2. Adhere to the word count? 3. Eliminate all unnecessary details from thepassage? 4. Write a logical summary? 5. Remember to count your words and include the total in brackets at the end of your summary?   **In a language test or examination (Paper 1, Section B,Question 2) you will be asked to read a passage of**  **about 320 words and summarise the main ideas in a paragraph ofabout 80 – 90 words.**  Steps to follow to write a summary:  **Step 1**  **•** Read the question carefully. The question will tell you what the summary is about  • Look for the key words in the question. These will guide you so that you know what information to look for in the text.  • Read the instructions (how many points, how many words, what format must your summary be etc.)  **Step 2**  **•** Read the text carefully a few times.  • Underline or highlight the key sentences that are related to the topic in the question.  **Step 3**  • Look at the key sentences or phrases you have underlined or highlighted. Make sure that they focus on the topic.  • Number each sentence to check that you have identified seven points.  **Step 4**  • Write a draft summary (paragraph) – your list of seven points – in your own words.  • Edit your work by correcting any errors.  • Count the number of words to check whether you need to write more or edit (cut) your text down.  **Step 5**  • Write your final paragraph summary of seven points.  • Cross out your draft.  • Count the number of words and write an accurate word count in brackets at the end of your summary. Be honest! The  teacher marking your summary will verify the number of words by counting the words in your summary.  • Eliminate repetition, unnecessary detail, figures of speech, quotations, examples and direct speech when writing a  summary.  • Simplify and condense! Change phrases into single words and clauses into phrases.  **VALUES**  Summarising is a very important skill. It is something that you do already when you are studying your content subjects and you make notes. We find summaries everywhere in life (newspaper articles, reports, reviews, instructions etc). Summaries are very useful for clarifying ideas and highlighting the most important information .  **Answering Techniques:**  It is important to interpret and follow the instructions exactly as they are given:   * Does the answer need a full sentence? * Avoid starting sentences with conjunctions such as because, and but . * Do not give one word answers if you are asked for a sentence .   **Write clearly and neatly to avoid possible discrepancies.** |