

# IGCSE English Language

## Technical Skills: Summary

# What is a summary?

A summary is a shortened version of written, spoken or viewed material. It will state the main points of the original material and it will be told in your own words. Thus, a summary can be about fiction or non-fiction texts, movies, events, or conversations, for example.

# Why should you use a summary?

- To understand material by drawing out important points from the original.
- To understand the structure of the material.
- To show comprehension by retaining the meaning of the original material in a condensed form.
- To provide a concise account of the original material.

Real-life examples of summarizing: telling a friend about the last movie you saw; saying what you did over the weekend; giving someone a brief overview of the book that he or she has to read for their IGCSE exam.

# How to summarize for IGCSE English Language

**Read the question** – underline key words and understand what the question is asking from you

**Skim read the text or texts** – get the gist, or main points from each paragraph

**Highlight/underline important and relevant points** – keep referring back to the question and key words to stay focused. Delete unnecessary text if it helps.

**Count the points to include in the summary (15-20 is the target)** – evaluate the relevant points you have found. If too few, look for more; if too many, carefully omit unnecessary points.

**Write the summary** – organize your points into a logical order to create a concise, clear paragraph.

# What to do/what not to do

DO:

- Cut out statistics, detailed facts, repeated structure or facts, case studies, anecdotes and so on.
- Summarize in your own words, by synthesizing ideas and themes, and using the best vocabulary you can, along with complex sentences.
- Stay focused on the question requirements.
- Write an eloquent summary that is also clear and concise.

**DO NOT state your opinion, critique or give a commentary on the texts.**

**DO NOT add extra details, or assumptions you have made from the texts.**

**DO NOT include an introduction, or a conclusion.**

## Where to go from here...

Writing summaries from texts takes practice and patience. So, the best way to improve your ability to summarize is to practice. To do this, you can:

- Do summaries from IGCSE English Language past papers; check the mark scheme afterwards to see how close you are to top marks.
- Read paragraphs, articles, and stories and sketch out how you would summarize each one.

# Summary Resources

## INTERNET SUGGESTIONS:

[www.cambridgestudents.org.uk/subjectpages/english/folder.2008-06-13.8153747152/Revision Checklist for IGCSE FLE 0500\\_FINAL.pdf](http://www.cambridgestudents.org.uk/subjectpages/english/folder.2008-06-13.8153747152/Revision%20Checklist%20for%20IGCSE%20FLE%200500_FINAL.pdf)

[www.cambridgestudents.org.uk/subjectpages/english/folder.2008-06-13.8153747152/Examiner Tips for IGCSE FLE 0500\\_FINAL.pdf](http://www.cambridgestudents.org.uk/subjectpages/english/folder.2008-06-13.8153747152/Examiner%20Tips%20for%20IGCSE%20FLE%200500_FINAL.pdf)

# Summary Resources

- Worksheets created by Eddis Tutorial Services, LLC
- IGCSE English Language past papers
- IGCSE English Language CIE-endorsed textbooks  
(see [www.cie.org.uk](http://www.cie.org.uk) for details)