Ministry of Education
Secondary Engagement Programme
September 2020

WEEK NINE: Lesson Two

Subject: English Language
Grade: Ten
Topic: Phrases
Sub-Topic: Gerund and Infinitive Phrase

Objectives:
- Correctly, define the term summary.
- Correctly identify and explain the steps involved in writing a summary.

A summary is a shortened version of writing in which you use your own wording to express the main idea of a longer piece of information.

Note: Summarizing is a real-life skill used by everyone: news reporters, police officers, you, etcetera.

When learning summarizing skills, three points should be emphasized:

1. summaries are shorter than original texts,
2. they contain the main ideas of a text, and
3. they are written in reported speech and present tense.

Relevant vs Irrelevant details

Relevant: Finding the Main Idea
The main idea is defined as one or two sentences that say what the author is trying to tell us about something. It is not usually a sentence that comes straight from the reading, but one that you have to come up with that summarizes what the reading (paragraph, long passage, article, story, etc.) is mainly about.

The Five W’s can be useful in helping you locate the main idea.
When you read your original the second time, mentally or physically with a pencil, exclude any of the following:

- Minor Details
- Figures of Speech
- Opinions
- Evaluations/Conclusions
- Repetitions
- Dialogue/Quotations
- Examples
- Statistical data

Or MORE FEDS

The process can be broken into these steps:

**STEP I** – Analyze the INSTRUCTIONS to make sure you understand how to answer.

…what to focus on? Relevant details

… how to write? Continuous prose

… word limit? 120 exact

**STEP II** – Read the passage ONCE to get a general understanding; TWICE to start making notes.

**STEP III** – Make NOTES of the main ideas in the text.

1. Identify theme/topic that is mentioned throughout passage (what is extract talking about?).
2. Create a topic sentence that summarizes main points
3. Ask yourself, what is writer trying to tell me about topic?
   - list FIVE main points
   - *use your own wording as far as possible to paraphrase in sentence form what you found (these become the main points/relevant info.)
   - ensure you do not have any MORE FEDS
4. Organize main points sentences logically, which means they do not have to appear in order presented in passage

**STEP IV** – Add transitions to make coherent. Use appropriate transitions to join and transition sentences.

**STEP V** – Read over and proofread

- Your range of vocabulary is helpful as you condense a number of words/details.
- Change any direct speech into reported speech.
- Keep the language: (SC²)
  - **Simple** – easy to understand
  - **Clear** – easy to see
**Exercise**

**Instruction:** Read the extract carefully, then in no more than 120 words, summarize the advantages and disadvantages of advertisements.

We are bombarded by many advertisements every day. Vendors try all means and ways to gain our attention and sell us their products or services. Advertisements appear everywhere; on television programs, radios, in the papers, magazines, pamphlets and so on.

Advertisements are actually very useful though we sometimes feel annoyed when they interrupt our favorite television programs. They provide us with free information on the products and services. There are two types of advertisements. The informative advertisements are the ones which provide us with the details of the products or services. This information is especially useful if the product or service is new. For instance, when we need to buy a computer, advertisements describing the latest models and their different functions would be extremely helpful. However, only a minority of the advertisements are informative ones. Many of them belong to the second category -- the **persuasive** kind. These advertisements not only tell us more about the products, at the same time, they persuade customers to buy them by claiming that their products are superior to the **rivalry** ones. These claims may sometimes be untrue.

Besides being informative and persuasive, advertisements also help to subsidize the prices of magazines and newspapers. Our newspapers are sold at a low price of about one dollar, owing to the advertisements in the papers; otherwise, the price would have been higher.

While advertisements can be good helpers for shopping, they do have their shortcomings. Most advertisements aim to sell only. Faults of the products or services are usually hidden from the consumers. Hence, sometimes, we feel deceived if the product or service we bought does not turn out the way the advertisements claim to be.

Sometimes, advertisements by rival competitors can get very intensive, especially when there are many firms producing similar products. One common example is the washing powder. There are so many advertisements for the different brands that customers sometimes get confused over what they should buy. Furthermore, having more advertisements would mean that the production cost of the firm would be increased. These rises in cost are usually passed on to the consumers in the form of higher prices.

Hence, in conclusion, though I **advocate** advertisements, I do not deny their flaws. Without them, we might have to buy things based on incomplete information or go through more complicated ways before getting to know the products or services. On the other hand, too many advertisements also complicate our buying decisions. So I would say that we cannot live without advertisements but we must be careful how we live with them.
SUMMARY
There are two types of advertisements. Informative advertisements provide consumers information about the products or services. They are especially useful when we are purchasing new products. The second kind is the persuasive ones which provide us with products information and also persuade us to buy them by claiming the superiority of their products. Advertisements also benefit readers of newspapers and magazines by helping to subsidize the prices. One disadvantage of advertisements is that they sometimes aim to sell only and cover up the flaws of the advertised products. Consumers may sometimes get confused over buying decisions when too many advertisements are advertised. Advertising also raises the production costs which in turn increases the prices of the products too.