

O Level English Language 1123

Unit 10: Summary Writing – Style

Recommended Prior Knowledge

Students should have some experience in reading English texts. They should be familiar with the idea of answering questions on written texts as a means of demonstrating comprehension.

Context

This Unit should be done after Units 1, 2, 7, 8 and 9. It can be done before or after any of Units 3, 4, 5 or 6, at the discretion of the teacher and dependent on the preference and skill of the students.

Outline

The Unit teaches the use of Standard English in summary writing. It encourages students to focus on sentence structure and provides strategies to improve sentence structure. It encourages students to write in their own words and link the content points, and provides strategies for doing so. It also gives opportunity for pair discussion and provides texts for students to summarise.

AO	Learning outcomes	Suggested Teaching activities	Learning resources
(iii)	To provide an opportunity for pair discussion	Ask students to make a list of the content points of a story, not written, but from their own imagination. Ask each student to swap with a partner and write a version of their partner's story, using only the content points.	
(x)	Writing in Standard English	Ask students to swap the stories that they wrote in the last exercise and check their partner's work for errors of spelling, punctuation and grammar.	On-line: http://www.edufind.com http://www.onestopenglish.com http://www.spelling.hemscott.net/ <i>The Cambridge Revision Guide</i> (Glover, Rodway, Shirley and Toner) Unit 4, Chapter 6
(ix)	Improving sentence structure	Give a class lesson in which you revise rules of simple, compound and complex sentences	<i>English Language Scheme Of Work</i> , Unit 1, Key Language Skills 1 <i>The Cambridge Revision Guide</i> (Glover, Rodway, Shirley and Toner) Unit 4, Chapter 6

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			<p><i>English For O Level</i> (Reynolds and Toner) Chapters 3 and 27</p> <p>http://www.arts.uottawa.ca/writcent/hypergrammar</p>
(iii)	Examining sentence structure	Ask students to look at the summaries written of their own stories, used in a previous exercise. Ask them to write each of the sentences used in a list. Beside each sentence ask them to write whether it is simple, compound or complex.	
(iii)	To provide an opportunity for pair discussion	Ask students to work with a partner to examine the list of sentences used in the previous exercise, and to combine some simple sentences into compound or complex sentences.	<i>English For O Level</i> (Reynolds and Toner) Chapters 3 and 27
(x)	Learning about linking devices in summary writing	Give a class lesson in which you explain the rationale behind linking ideas in summary writing, and the distinction between links to show continuation of the writer's argument and words to show change of direction in the writer's argument.	<p><i>The Cambridge Revision Guide</i> (Glover, Rodway, Shirley and Toner) Unit 4, Chapter 4</p> <p><i>English Language and Literature</i> (Toner and Whittome) Chapter 19</p>
(ii) and (x)	To improve summary writing style by using linking devices	Ask students to work with their partner to insert some appropriate linking devices into the sentences produced in the previous exercise.	On-line: http://ceds.vu.edu.au/webbja/
(x)	Writing in own words	<p>Give a class lesson in which you revise synonyms.</p> <p>Give a class lesson in which you take a paragraph of content points and put it into your own words.</p> <p>Give class some exercises to do in which they are to write given content points in a paragraph.</p>	<p>On-line: http://thesaurus.reference.com/</p> <p><i>English For O Level</i> (Reynolds and Toner) Chapter 26</p> <p><i>English For O Level</i> (Reynolds and Toner) Chapter 27</p>

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(iii)	To provide opportunity for pair discussion	Ask students to work with a partner to re-write the paragraph in their own words.	
(iii) and (x)	Writing in own words	Ask students to work with a partner to re-write a section of a newspaper in their own words.	Online: http://www.timesofindia.indiatimes.com http://www.dawn.com http://www.independent-bangladesh.com
(x)	Producing summaries in own words of formal, continuous prose	Give a class lesson in which you produce an example of a summary in your own words, written in formal, continuous prose.	<i>The Cambridge Revision Guide</i> (Glover, Rodway, Shirley and Toner) Unit 4, Chapter 7 On-line: http://teachers.cie.org.uk , past question papers, 1123/2
(x)	Producing summaries in own words of formal, continuous prose	Ask class to produce a summary in their own words, written in formal, continuous prose.	On-line: http://teachers.cie.org.uk , past question papers, 1123/2