



Laerskool Mikro

Grade 4

ENGLISH 1ST ADD LANGUAGE

Summary: Memorandum

Date: _____

Use this memorandum as a guideline when marking your work.



Underline the facts and draw a line through the repeated information: (First sentence has been done for you)

Facemasks help limit the spread of germs. When someone talks, coughs, or sneezes they may release tiny drops into the air that can infect others. If someone is ill a face masks can reduce the number of germs that the wearer releases and can protect other people from becoming sick. A face mask also protects the wearer's nose and mouth from splashes or sprays of body fluids by covering your face.



Extract the information that you are left with.

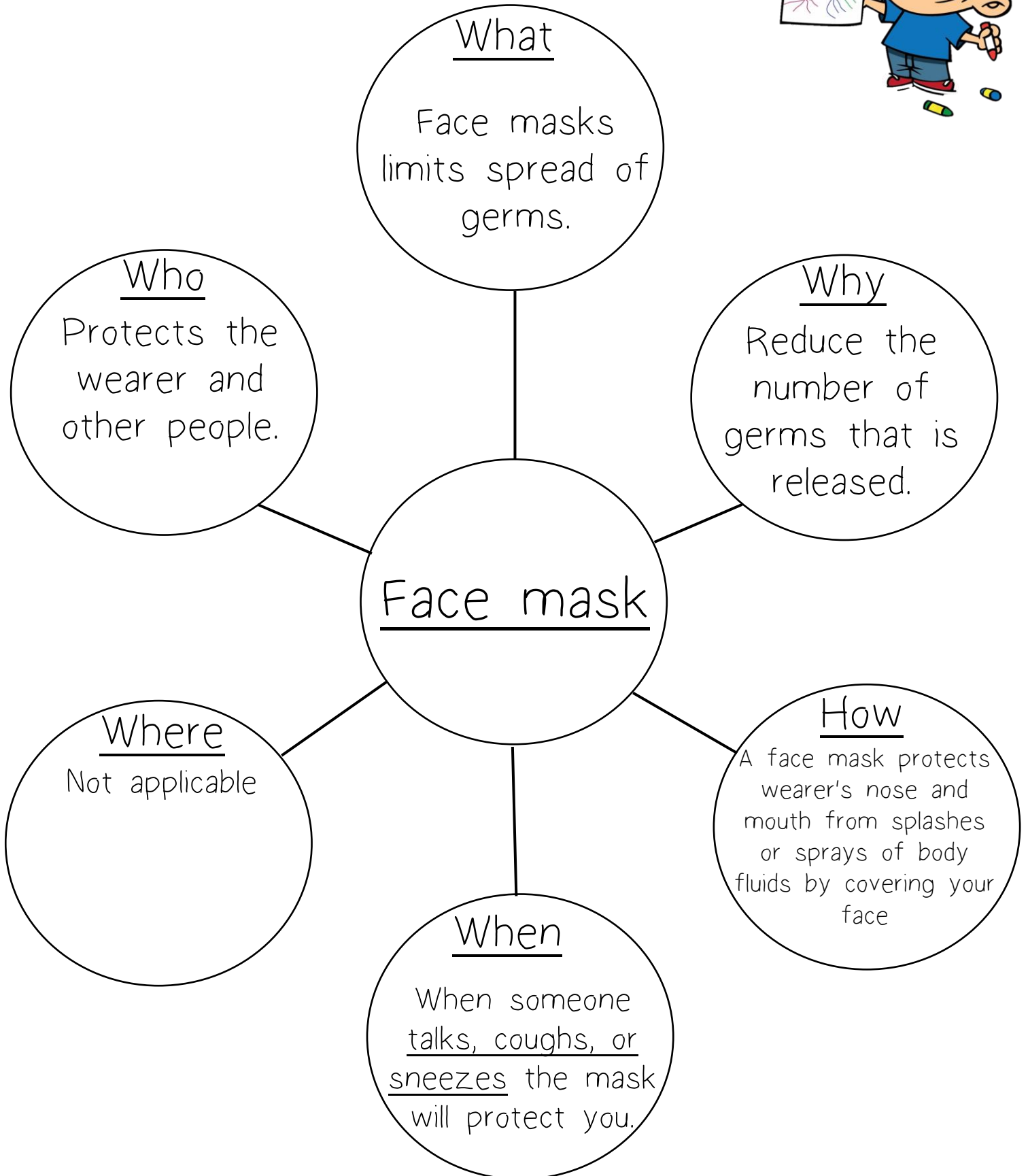
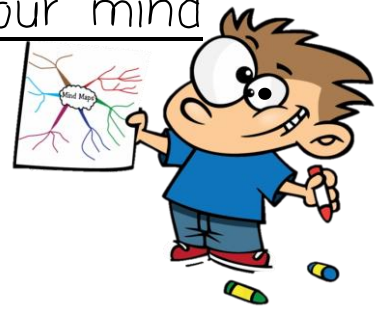
Re-write this information:

- Facemasks
- limits spread of germs
- talks, coughs, sneezes release tiny drops in air
- infect others
- if ill it reduce number of germs released
- protect others
- protects the wearer's nose, mouth from splashes and sprays of body fluids by covering your face

Reduced the number of words
from 67 to 37



Use the information and plot it in your mind map.



Re-write your information in a paragraph

Facemasks limits the spread of germs. When someone talks, coughs or sneezes you release tiny drops in the air that infect others. If ill, it reduce the number of germs released. So it protect others and the wearer's nose, mouth from splashes and sprays of body fluids.

