

# Precis-Writing

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- PRECIS WRITING IS THE GIST OR MAIN THEME OF A PASSAGE EXPRESSED AS FEW WORDS AS POSSIBLE.

➤ **BREVITY**

➤ **CLARITY**

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➤ **COMPLETENESS**

➤ **CONNECTEDNESS**

➤ **LANGUAGE**

➤ **TENSE**

➤ **ORDER OF THOUGHTS**

➤ **LENGTH**

# **IMPORTANT POINTS:**

**..READ THE PASSAGE AGAIN AND AGAIN.**

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**..UNDERLINE THE KEY SENTENCES.**

**..AVOID IDIOMS,PHRASES,EXAMPLES.**

**..DON'T INCLUDE PERSONAL THOUGHTS.**

**..AVOID MAKING GRAMMATICAL MISTAKES  
AND SPELLINGS.**

**..WRITE THE TITLE.**

## Exercise:1

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One of the defects of our civilization is that it does not know what to do with its knowledge.

Science, as we have seen, has given us powers fit for the gods, yet we use them like small children. For example,

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we do not know how to manage our machines.

Machines were made to be man's servants, yet he has grown so dependent on them that they are in a fair way to become his masters.

Most men spend most of their lives  
looking after and waiting upon  
machines. And the machines are

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very stern masters. They must be  
fed with coal, and given petrol to  
drink, and oil to wash with, and  
they must be kept at the right  
temperature. And if they do not  
get their meals when they expect  
them,

they grow sulky and refuse to work,  
burst with rage and blow up and

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spread ruin and destruction all  
round them. So we have to wait  
upon them very attentively and do  
all that we can to keep them in  
good temper. Already we find it  
difficult either to work or play  
without the machines

and a time may come when they  
will rule us altogether, just as

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we rule the animals. (Words-  
206)

(Stern-harsh, Sulky-ill tempered)

Precis: Civilization has given man  
scientific knowledge, but not  
the way of using it properly.

Man invented machines to act as  
ser-vants, but reverse has been  
the case. Today man is so much  
dependent upon them that he  
cannot live without them. He has  
to spend his life looking after  
them. Otherwise, they cause  
much destruction. Man's  
dependence on machines  
progressively goes on increas- ing  
day by day.

Words in the original  
passage=206

Words in the precis =67

Title:- Man's Dependence on  
Machines

Or  
Man and Machine.