

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

➤ COMPLETENESS

➤ CONNECTEDNESS

➤ LANGUAGE

➤ TENSE

➤ ORDER OF THOUGHTS

➤ LENGTH

IMPORTANT POINTS:

..READ THE PASSAGE AGAIN AND AGAIN.

..UNDERLINE THE KEY SENTENCES.

..AVOID IDIOMS, PHRASES, EXAMPLES.

..DON'T INCLUDE PERSONAL THOUGHTS.

..AVOID MAKING GRAMMATICAL MISTAKES
AND SPELLINGS.

..WRITE THE TITLE.



Exercise:1

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, 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 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
~~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

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.