

PRÉCIS WRITING

what are other
words for
precis?



abstract, synopsis, outline,
summary, digest, rundown,
conspectus, abridgement,
abridgment, epitomize



ORGANIZATION OF THE TOPIC

Pronunciation



Meaning



Etymology and definition



Main Idea



Tips to find Main Idea



Attributes



Rules



Writing a Précis



Steps to be followed



Key Points



Steps to Summarize Précis writing



Samples



How do you pronounce this
strange word?

■ Pray-see.

I used to pray to see,
until I got my
glasses...now I can see
everything just fine!
Hah-hah, never let
anyone tell you an owl
can't be funny!

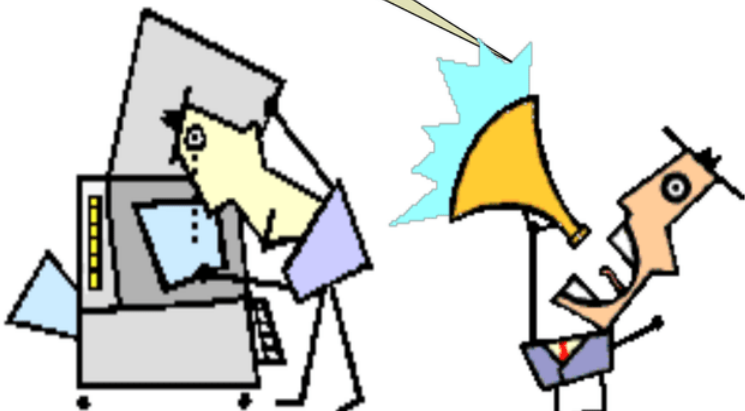


PRONOUNCING
THE WORD

MEANING OF A PRÉCIS

A précis is a clear concise, orderly summary of the contents of a piece of writing.

The Précis



A précis is a passage:

- that is a concentration of ideas from the original piece of writing
- that is boiled down so that only the essence of the original remains



Ah, boiled down...sounds like the beginning of a good broth. I love soup.

ETYMOLOGY AND DEFINITION OF A PRÉCIS

The word '**Précis**' is a French word meaning **Precise** or **Expressed Accurately**. The word was first used in 1970

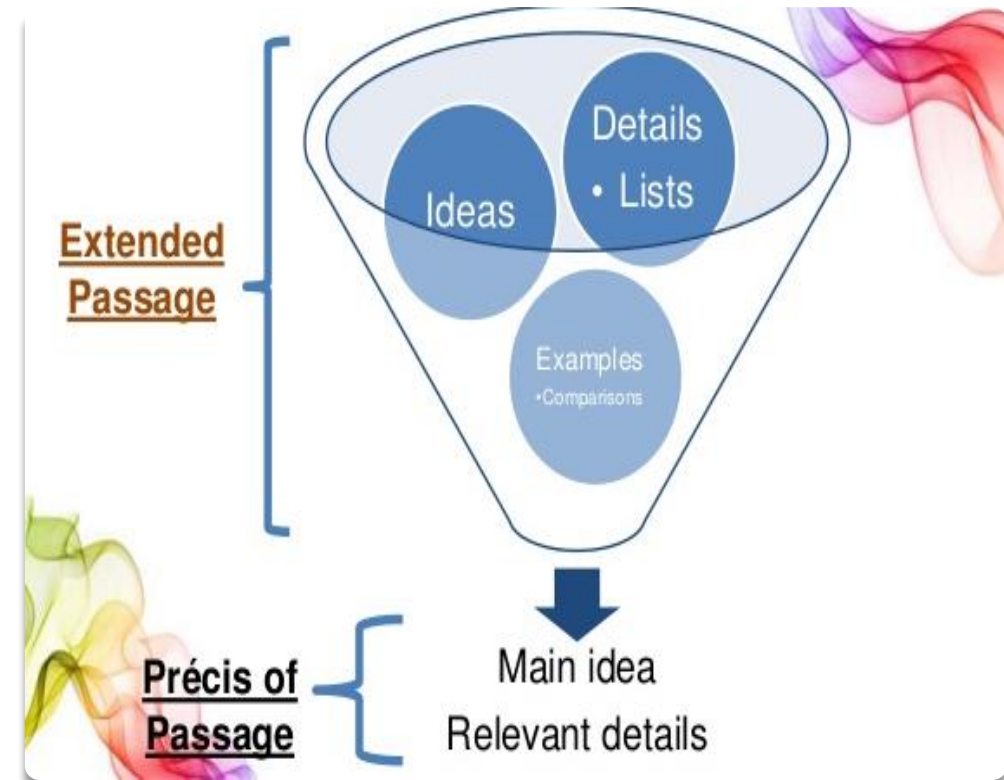
Précis is a clear, compact and logical gist of a passage or comprehension, that has a mention of all the essential points and gives a basic idea of the passage.

Summary of a written text.

Compressing an idea .

Restating in few words as possible

Shortened form of the main points of a text.



WHAT IS 'MAIN IDEA'?



The main idea of a passage is what the story is mostly about.

So, it just tells the big picture about the story?



TIPS TO HELP YOU FIND THE MAIN IDEA



1. Highlight the important words or repeated words in the passage.



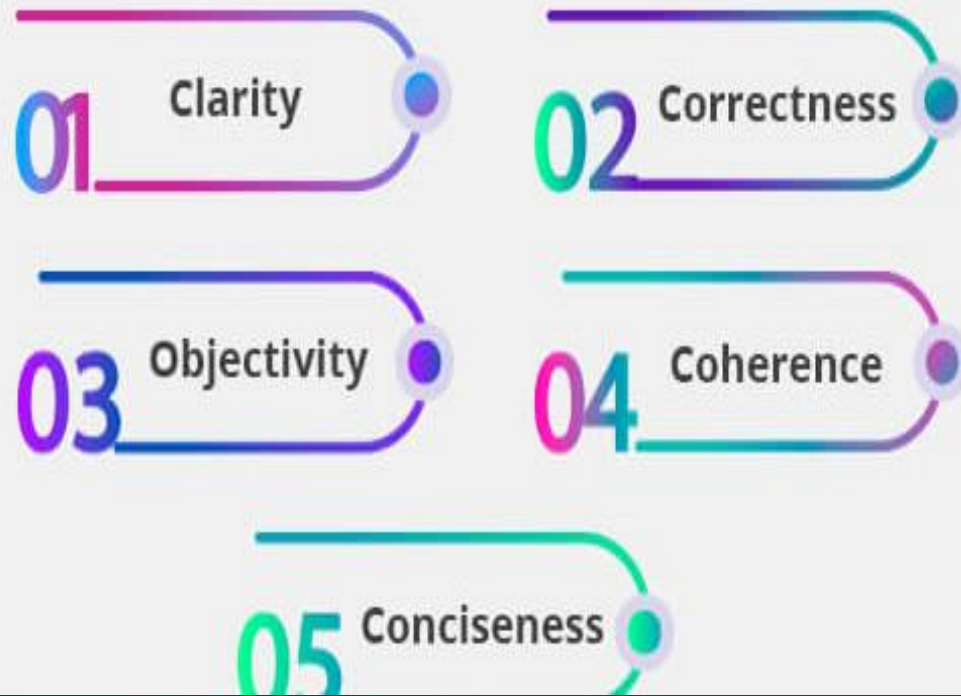
3. Ask yourself, "What is the whole passage trying to tell me about?"

2. Draw a little picture of what the story is about.



4. Make sure every detail sentence would fit into the main idea you decide on.





COHERENCE: Logical inter-connection

ATTRIBUTES OF A GOOD PRÉCIS

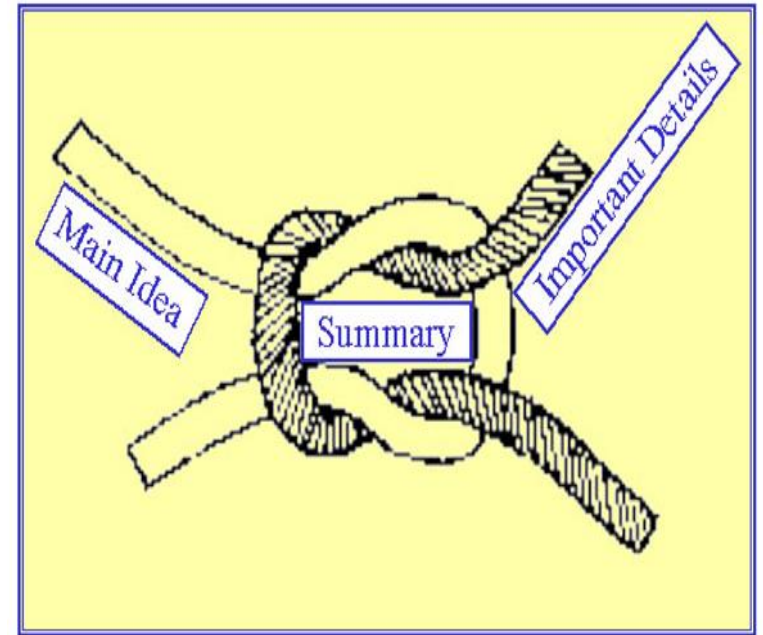
RULES OF A PRÉCIS



HOW TO WRITE A PRÉCIS?



I just need
the main ideas



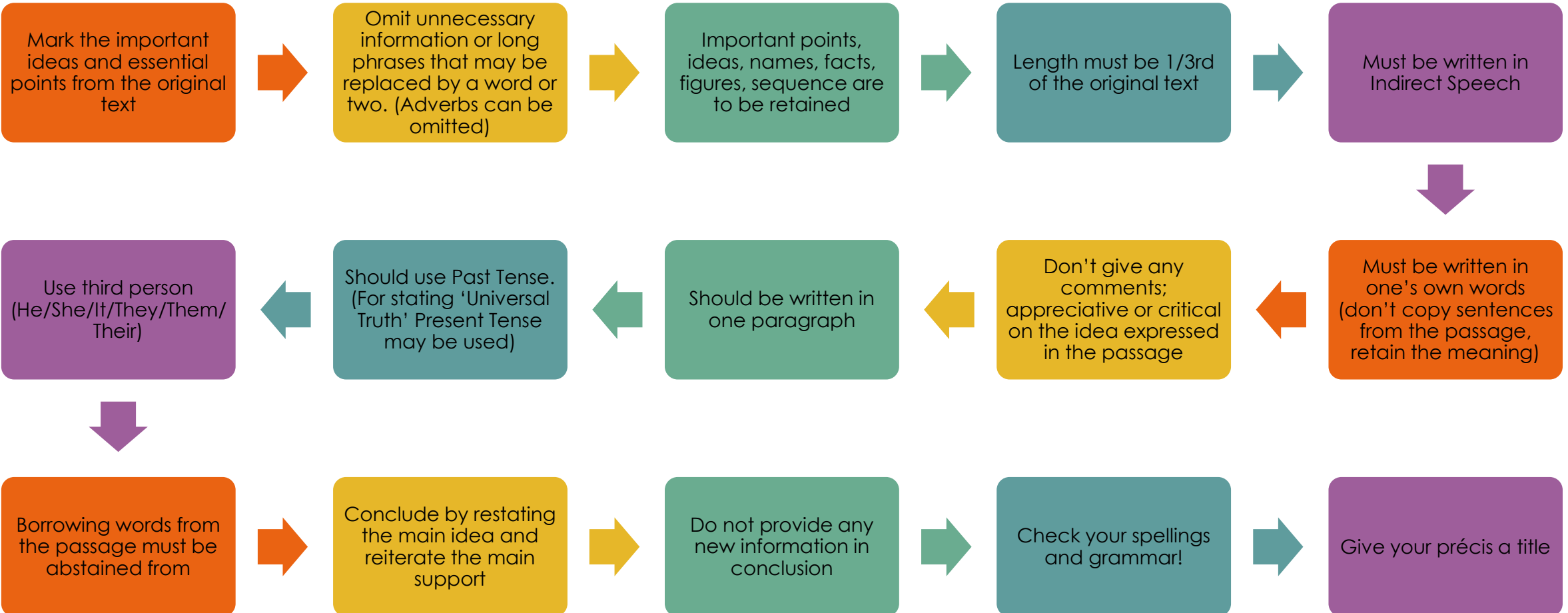
WRITING A PRÉCIS



STEPS TO A SUCCESSFUL PRÉCIS



POINTS TO BE REMEMBERED AND FOLLOWED!



STEPS TO SUMMARIZE

Step 1	Step 2	Step 3	Step 4
Count words in original	Cross out description	Get a dictionary	Omit interjections
Read original	Summarize sentences	-check for various meanings	Omit appositives
Re-read original	Summarize paragraphs	-check for spelling	Omit emphasis words
Annotate original	Check for overall idea of	“X” all articles	Change metaphor/ & similes
Understand sentences	-each sentence and	“X” all prepositions	Omit rhetorical Questions
Understand paragraph meanings	-each paragraph		Write your précis!

Unsinkable Ship

Naval architects never claim that a ship is unsinkable, but the sinking of the passenger-and-car ferry Estonia in the Baltic surely should have never have happened. It was well designed and carefully maintained. It carried the proper number of lifeboats. It had been thoroughly inspected the day of its fatal voyage. Yet hours later, the Estonia rolled over and sank in a cold, stormy night. It went down so quickly that most of those on board, caught in their dark, flooding cabins, had no chance to save themselves: Of those who managed to scramble overboard, only 139 survived. The rest died of hypothermia before the rescuers could pluck them from the cold sea. The final death toll amounted to 912 souls. However, there were an unpleasant number of questions about why the Estonia sank and why so many survivors were men in the prime of life, while most of the dead were women, children and the elderly.

Important points

Passenger and Car Ferry Estonia sank in the Baltic

Boat was well designed, had sufficient lifeboats, inspected properly

It sank just few hours after its voyage

912 died, whereas only 139 survived

Women, children and elderly people died and majorly men survived

THE DEADLY VOYAGE

The sinking of Estonia in the Baltic remains a mystery as it was well-designed, carried adequate lifeboats and was inspected before the journey. Another mystery is that most of 912 deaths accounted to women, children and elderly while of 139 survivors, majority were young men. (142 words original passage curtailed to 51 words précis)



Dolphins

Dolphins are regarded as the friendliest creatures in the sea and stories of them helping drowning sailors have been common since Roman times. The more we learn about dolphins, the more we realize that their society is more complex than people previously imagined. They look after other dolphins when they are ill, care for pregnant mothers and protect the weakest in the community, as we do. Some scientists have suggested that dolphins have a language but it is much more probable that they communicate with each other without needing words. Could any of these mammals be more intelligent than man? Certainly the most common argument in favor of man's superiority over them that we can kill them more easily than they can kill us is the least satisfactory. On the contrary, the more we discover about these remarkable creatures, the less we appear superior when we destroy them.



SAMPLE

Important points

Dolphins are known for their friendly gestures

Dolphin community is more complex to understand

Their probability of communicating without words is high

They might even be more intelligent than men

The only superiority that humans possess is the power to kill dolphins easily

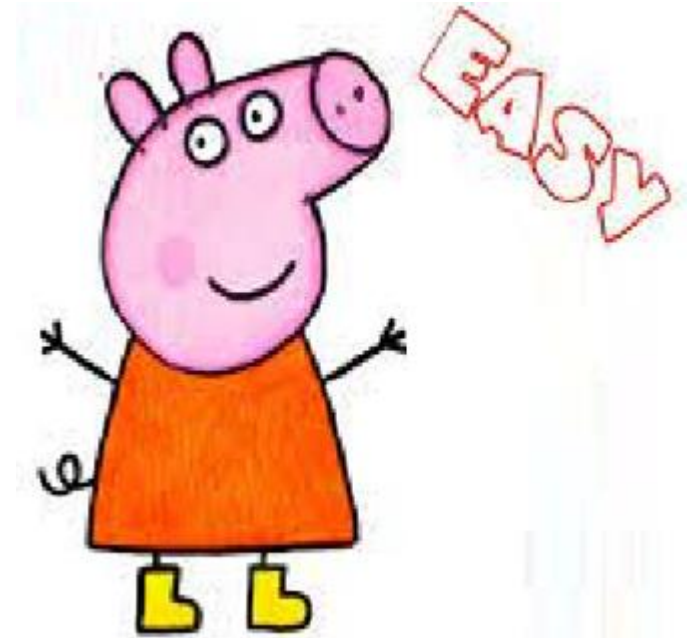
DOLPHINS- THE COMPASSIONATE BEINGS

The friendliness of dolphins has always been believed to be superior to that of humans. They are supposed to be more intelligent than mankind, but lack behind due to their weak physical strength. Their benevolent character can be witnessed in their communication process and gestures towards the dependable members of the community. (136 words original passage curtailed to 49 words précis)

I hope, the journey of Précis writing from



TO



Was fun!