

and conciseness.

By following these steps, you systematically transform a lengthy passage into a concise and coherent précis while preserving its main ideas and message. Following are the two examples;

**Exercise 1: Write a précis of the following passage and suggest a suitable title.**

A drop of water fell out of the cloud into the sea, and finding itself lost in such an immensity of fluid matter, broke out into the following reflection: "Alas! What an inconsiderable creature am I in this prodigious ocean of waters. My existence is of no concern in the universe; I am reduced to a kind of nothing, and I am the least of the works of God". It so happened that an oyster which lay in the neighbourhood of this drop chanced to gape and swallow it up in the midst of this soliloquy. The drop, say the fables, lay a great while hardening in the shell until by degrees it was ripened into a pearl, falling into the hands of a diver, after a long series of adventures, is at present that famous pearl which is fixed on the top of the Persian crown.

## Drop of Water

Once, a drop fell from cloud  
into the sea which was  
bad on its tiny and negligible  
existence. Suddenly an oyster engulfed  
it and turned it into pearl  
after passing through hardening  
processes. At last, this pearl  
founded by a diver and  
fixed on the persian crown  
by passing through many hands.