



PRECIS WRITING

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

The Précis





■ **Characteristics of Precis:**

- 1/3 the length of original
- keeps main ideas in order, keep out non-essential info. (*Repetition*, multiple examples, figurative examples, jargon, unimportant ideas, illustrations, etc.)
- sentences are condensed. Free from run-ons
- tone is the same



Question 1

The Chambers Everyday Dictionary describes précis as _____

- a) a summary
- b) a presentation
- c) a story
- d) an incident



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- b) a presentation
- c) a story
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Question 2

The term *précis* in English is derived from

- A. the Italian language
- B. the French language
- C. the German language
- D. none



Question 2

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- B. the French language**
- C. the German language
- D. none



Question 3

How much long a précis must be?

- a) One-third of original passage
- b) Two-third of original passage
- c) Same as of original passage
- d) One-fifth of original passage



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IMPORTANCE - PRECIS WRITING

The précis is valuable because

1. It forces to express a story or a thesis in one's own words.
2. It provides with a concise review of the material read.



Question 4

Précis writing is the art of presenting certain information in condensed form.

- a) True**
- b) False**



Question 4

Précis writing is the art of presenting certain information in condensed form.

a) True

b) False



Question 5

A précis saves time.

- a) True**
- b) False**



Question 5

A précis saves time.

- a) True
- b) False

Qualities of a Good Precis

1. Clarity
2. Correctness
3. Objectivity
4. Coherence
5. Completeness
6. Conciseness



Question 6

Which one is not a quality of a good précis?

- a) Completeness
- b) Clarity
- c) Repetition
- d) Unbiased

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Which one is not a quality of a good précis?

- a) Completeness
- b) Clarity
- c) **Repetition**
- d) Unbiased



Question 7

Which of the following is not a requirement of précis writing?

- A. suggestive title
- B. add nothing
- C. correct nothing
- D decorative detail



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- D decorative detail**

How to Write a Precis Step by Step?



- Read the given passage carefully for better understanding and put down the main theme and suitable title.
- Read the passage again to make sure that no idea is escaped. Underline key words, phrases, clauses and sentences.
- Select essential points, write them briefly and reject rest. Don't change the meaning of the original writing.
- Prepare first draft on the basis of underlined key words, phrases and essential points you have jotted down.
- Compare your draft with the original to check for any omission and irrelevancies.



How to Write a Precis Step by Step?

- Check the length of the precis. If it is more than the required limit, revise the draft and delete unnecessary words.
- Read the revised draft once more, give more attention to punctuation, grammar and spelling.
- Prepare the final draft neatly.



Question 8

For a good précis, it is important that one should have _____ it thoroughly.

- A. Understood
- B. Written
- C. Read
- D. Copy



Question 8

For a good précis, it is important that one should have _____ it thoroughly.

- A. Understood
- B. Written
- C. **Read**
- D. Copy



Question 9

A précis must always have a _____

- a) subtitle
- b) title
- c) story
- d) incident

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b) title

c) story

d) incident



Question 10

What is a rule of précis writing?

- A. Use minor details and comparisons**
- B. Avoid all irrelevant information/ points**
- C. Use direct speech**



Question 10

What is a rule of précis writing?

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- B. **Avoid all irrelevant information/ points**
- C. Use direct speech

Do's



- Start your précis with the main idea so that reader can quickly understand the essence of the précis.
- He/she will know beforehand as to what should they expect in the written précis.
- While writing a précis, make a suitable environment where all the points can be described and discussed equally.
- As the main idea or the essence is established, you can follow it up with some methods, facts, points, etc.
- As a précis is concise, compress it and make sure that the length is available for you to retain the important data, keywords, and the concept.
- Removing the irrelevant data or sentence is as important as writing the relevant points.
- Thus, identify the superfluous data and facts and keep the core idea of the work only in the précis.
- If you are mentioning anything related to history or any historical data than make sure that it is written in the past tense only.
- Also, remember to put the purpose as to why you are writing a précis in the writing piece.
- This will help the reader understand what you wrote in the précis.

Don'ts



- A précis writing is a formal way of writing a shorter form of the given paragraph so avoid informal language.
- Even though you have read and understood the précis well, do not form your own opinions.
- You cannot insert your own remarks and criticism in a précis.
- Always take the fact and data that is given in the paragraph only.
- Do not insert a question. If for any reason you need to insert make it in the form of a statement.
- For a précis writing, avoid using contractions and abbreviations.
- Write the full form of any given words only.
- Avoid being jerky. This will show that you have not understood the passage properly and have started writing a précis.



Question 11

Which of the following points should be avoided while writing a précis?

- A. Full forms**
- B. Abbreviations**
- C. Historical facts**
- D. None of the above**



Question 11

Which of the following points should be avoided while writing a précis?

- A. Full forms
- B. **Abbreviations**
- C. Historical facts
- D. None of the above



Question 12

What kind of writing is a précis writing?

- A. Formal
- B. Informal
- C. Both
- D. None



Question 12

What kind of writing is a précis writing?

- A. **Formal**
- B. Informal
- C. Both
- D. None



Question 13

Which words are not suitable in a précis?

- A. Suggested, advised, questioned
- B. required, consultant the doctor
- C. requested, honoured, awarded
- D. plz, coz, bt



Question 13

Which words are not suitable in a précis?

- A. Suggested, advised, questioned
- B. required, consultant the doctor
- C. requested, honoured, awarded
- D. **plz, coz, bt**



Question 14

Which person should be used in précis writing?

- A. first person
- B. second person
- C. third person
- D. all



Question 14

Which person should be used in précis writing?

- A. first person
- B. second person
- C. third person**
- D. all



Let's practice



Practice 1

Rewrite the following passage precisely into 1/3rd of its size:

It is physically impossible for a well-educated, intellectual, or brave man to make money the chief object of his thoughts just as it is for him to make his dinner the principal object of them. All healthy people like their dinners, but their dinner is not the main object of their lives. So all healthy minded people like making money ought to like it and enjoy the sensation of winning it; it is something better than money.

A good soldier, for instance, mainly wishes to do his fighting well. He is glad of his pay—very properly so and justly grumbles when you keep him ten years without it—till, his main mission of life is to win battles, not to be paid for winning them. So of clergymen. The clergyman's object is essentially baptize and preach not to be paid for preaching. So of doctors. They like fees no doubt—ought to like them; yet if they are brave and well-educated the entire object to their lives is not fees. They on the whole, desire to cure the sick; and if they are good doctors and the choice were fairly to them, would rather cure their patient and lose their fee than kill him and get it. And so with all the other brave and rightly trained men: their work is first, their fee second—very important always; but still second.



Practice 1

The Main Points:

1. Money making is a common attraction in life.
2. But it cannot be the principal aim of well-educated, intellectual brave persons.

Précis:



Practice 2

Rewrite the following passage precisely into 1/3rd of its size:

Home is the young, who known "nothing of the world and who would be forlorn and sad, if thrown upon it. It is providential, shelter of the weak and inexperienced, who have to learn as yet to cope with the temptations which lies outside of it. It is the place of training of those who are not only ignorant, but have no yet learnt how to learn, and who have to be taught by careful individual trail, how to set about profiting by the lessons of teacher. And it is the school of elementary studies—not of advances, for such studies alone can make master minds. Moreover, it is the shrine of our best affections, the bosom of our fondest recollections, at spell upon our after life, a stay for world weary mind and soul; wherever we are, till the end comes. Such are attributes or offices of home, and like to these, in one or other sense or measure, are the attributes and offices of a college in a university.



Practice 2

The Main Points:

1.

2.

Précis:



Practice 3

Rewrite the following passage precisely into 1/3rd of its size:

Teaching is the noblest of professions. A teacher has a sacred duty to perform. It is he on whom rests the responsibility of moulding the character of young children. Apart from developing their intellect, he can inculcate in them qualities of good citizenship, remaining neat and clean, talking decently and sitting properly. These virtues are not easy to be imbibed. Only he who himself leads a life of simplicity, purity and rigid discipline can successfully cultivate these habits in his pupils.

Besides a teacher always remain young. He may grow old in age, but not in spite. Perpetual contact with budding youths keeps him happy and cheerful. There are moments when domestic worries weigh heavily on his mind, but the delightful company of innocent children makes him overcome his transient moods of despair.



Practice 3

The Main Points:

1.

2.

Précis:



Practice 4

Rewrite the following passage precisely into 1/3rd of its size:

English education and English language have done immense goods to India, inspite of their glaring drawbacks. The notions of democracy and self-government are the born of English education. Those who fought and died for mother India's freedom were nursed in the cradle of English thought and culture. The West has made contribution to the East. The history of Europe has fired the hearts of our leaders. Our struggle for freedom has been inspired by the struggles for freedom in England, America and France. If our leaders were ignorant of English and if they had not studied this language, how could they have been inspired by these heroic struggles for freedom in other lands? English, therefore, did us great good in the past and if properly studied will do immense good in future.

English is spoken throughout the world. For international contact our commerce and trade, for the development of our practical ideas, for the scientific studies, English-is indispensable "English is very rich in literature," our own literature has been made richer by this foreign language. It will really be a fatal day if we altogether forget Shakespeare, Milton, Keats and Shaw.



Practice 4

The Main Points:

1.

2.

Précis:



Practice 5

Rewrite the following passage precisely into 1/3rd of its size:

When we survey our lives and efforts we soon observe that almost the whole of our actions and desires are bound up with the existence of other human beings. We notice that whole nature resembles that of the social animals. We eat food that others have produced, wear clothes that others have made, live in houses that others have built. The greater part of our knowledge and beliefs has been passed on to us by other people though the medium of a language which others have created. Without language and mental capacities, we would have been poor indeed comparable to higher animals.

We have, therefore, to admit that we owe our principal knowledge over the least to the fact of living in human society. The individual if left alone from birth would remain primitive and beast like in his thoughts and feelings to a degree that we can hardly imagine. The individual is what he is and has the significance that he has, not much in virtue of the individuality, but rather as a member of a great human community, which directs his material and spiritual existence from the cradle to grave.



Practice 5

The Main Points:

1.

2.

Précis:

