



PRECIS WRITING



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Definition

- A precis may be defined as a restatement in
- Shortened form of the main ideas and points in a
- Piece of writing.

❖ Precis writing

- ❑ It is a piece of continuous writing.
- ❑ It has proper organization of ideas ,logical sequence of the points.
- ❑ Use variety of language as the situation demands.
- ❑ Don't include any comments ,explanations or elaboration.
- ❑ Avoid examples ,illustrations and literally frills used by the writer of the original passage.

- ❑ Note : Precis is not a creative writing ; it is merely a condensed reproduction of the original writer's ideas.
- ❑ It does not contain comments, explanations or elaboration.
- ❑ Precis writer should avoid examples , illustrations and literally frills used by the writer of the original passage .

❖ Remember following points while writing precis

- ❑ Use your own language.
- ❑ Arrange the ideas , events, arguments in a sequence as in the original passage.
- ❑ Drop figures of speech, examples and illustrations.
- ❑ Give maximum information within the required limit.
- ❑ Use indirect speech and third person .
- ❑ Do not divide precis in paragraph except for very long original passage.

❖ Things to keep in mind

- ❑ A precis contains one –third of the number of word in the original passage.
- ❑ For writing precis clear understanding of original passage is necessary.
- ❑ Don't just repeat different words from the original one.
- ❑ Don't make a paraphrase of the original passage .
- ❑ Don't list the main points.

❖ Writing good precis requires

- ❑ Clear understanding of the given passage.
- ❑ Ability to reproduce its main ideas effectively in your own language.
- ❑ A precis should cover the essential contents of the given passage.
- ❑ It should not omit any important fact or idea.

❖ Checking your precis

- ❑ Compare your draft with original to check for any omission and irrelevances.
- ❑ Check the length of precis . If it is more than required length , delete unnecessary words.
- ❑ Prepare the final draft.
- ❑ Make sure that no idea is left and write down briefly.

