



**CHANDIGARH**  
**UNIVERSITY**

Discover. Learn. Empower.

# **University Institute of Liberal Arts and Humanities**

Course Name: Communication Skills

Course Code: 20UCT-141/191

Faculty Name: Ms Baljinder Kaur



**PRÉCIS WRITING**

**DISCOVER . LEARN . EMPOWER**

# COURSE OBJECTIVES

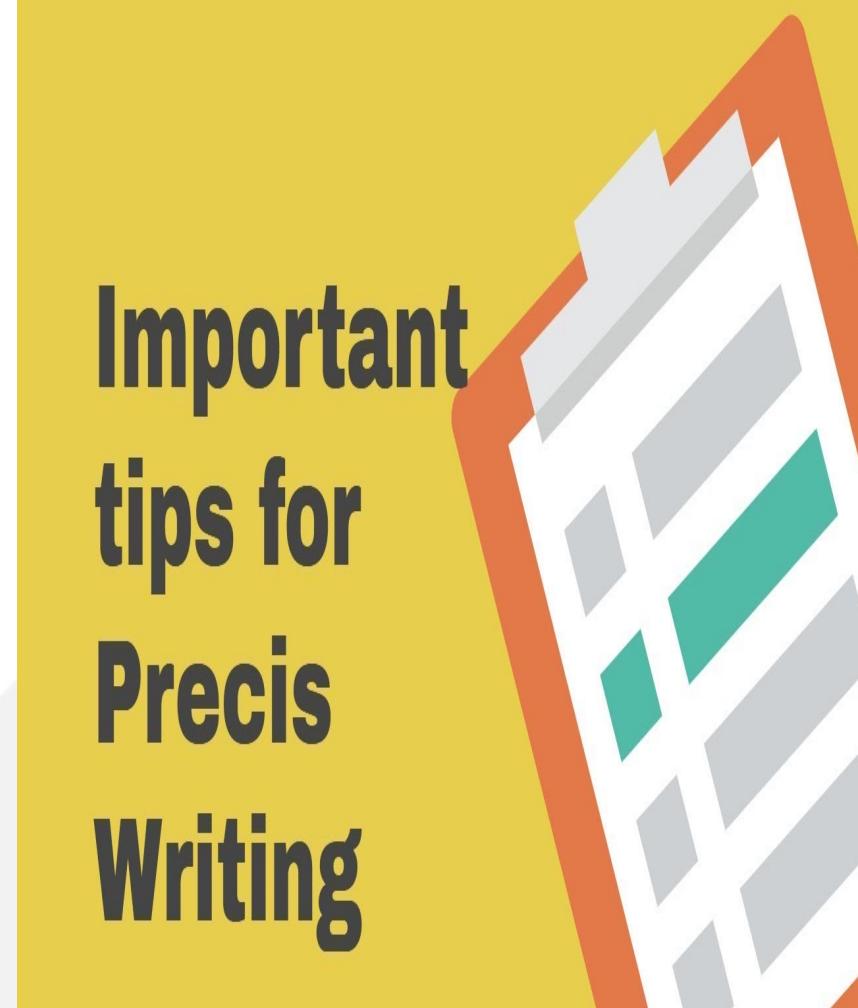
The Course aims to:

1	Augment students overall communication and interpersonal skills by making them realize the importance of good oral and written English Language in professional life.
2	Enrich their reading capability with special emphasis on expanding vocabulary and grammatical formations.
3	Build exceptional reading and writing skills by correcting grammatical errors and pronunciation through practice.

# COURSE OUTCOMES

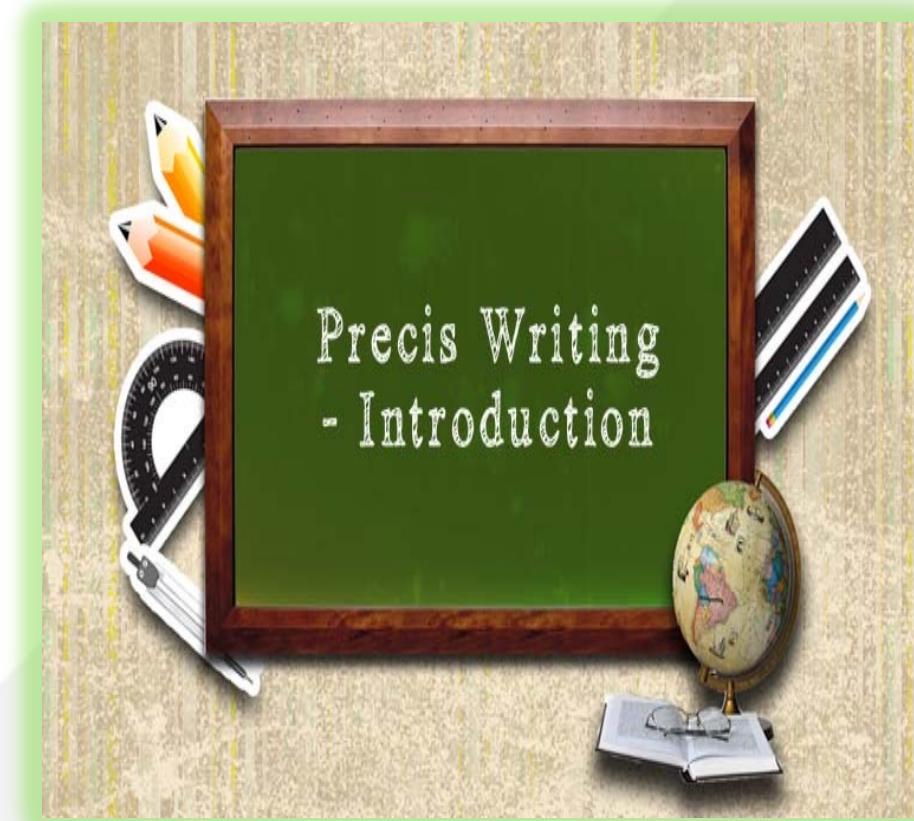
On completion, the students are expected to

CO Number	Title	Level
CO1	Produce correct contextual written text and speech in a wide range of communication situations.	Apply
CO2	Write original short compositions, in the form of paragraph writing, business correspondence, blogs etc. through logical support and argument.	Analyze
CO3	Demonstrate linguistic competence through accuracy in grammar, pronunciation and vocabulary.	Apply



# Précis Writing: Introduction

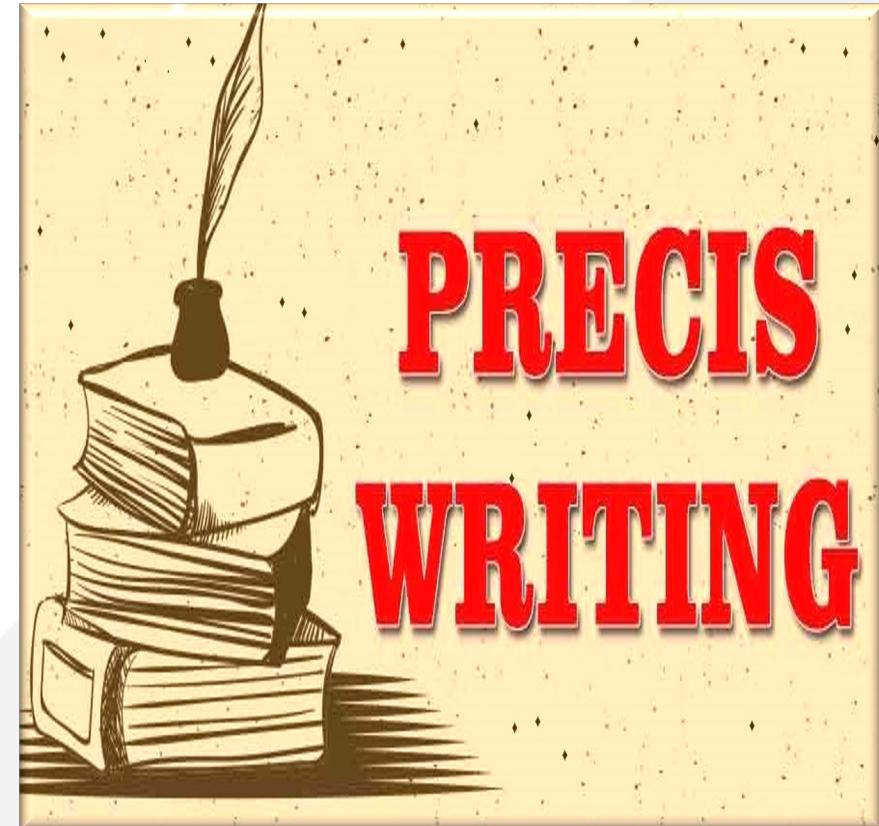
- The word “Precis” is derived from French word which means precise or gist.
- It retains the absolute essential points of author of the passage.



# Précis Writing: Definition

A précis writing is defined as shortened form of a passage. It is one of the most useful skills which improves the quality of expressing much into few words.

**Are précis and summarizing same?**



# DIFFERENCE BETWEEN PRÉCIS AND SUMMARY

PRÉCIS	SUMMARY
Structurally précis is one third of the original text.	Summary can be one third or more of the original text.
Only the essential points are included.	It includes all main points.
Précis can use the language of the writer.	Summary uses the language of the text.
Need to maintain the order of original text.	Order is not necessary for summary.



# POLL QUESTION : 1

Q. What should be the length of précis writing?

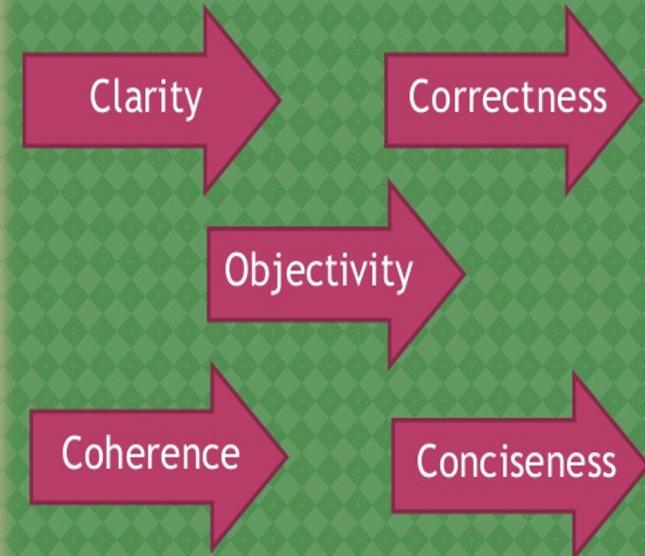
1. Half of the original passage
2. One-third of the original passage
3. More than the given passage
4. One-fourth of the original passage



# Objectives of Précis Writing

- Clarity
- Correctness
- Objectivity
- Coherence
- Completeness
- Conciseness

There are five qualities of a good précis



# Process of Précis Writing

- Read the passage thoroughly a number of time for better understanding.
- Identify the central idea and provide a suitable title for the passage.
- High light or the most important points in the passage.
- Make a draft of précis ,using only the high-lighted sentences.
- Omit examples, detail and repetition.
- Arrange these points logically and generally .

# Process of Précis Writing (Cont'd)

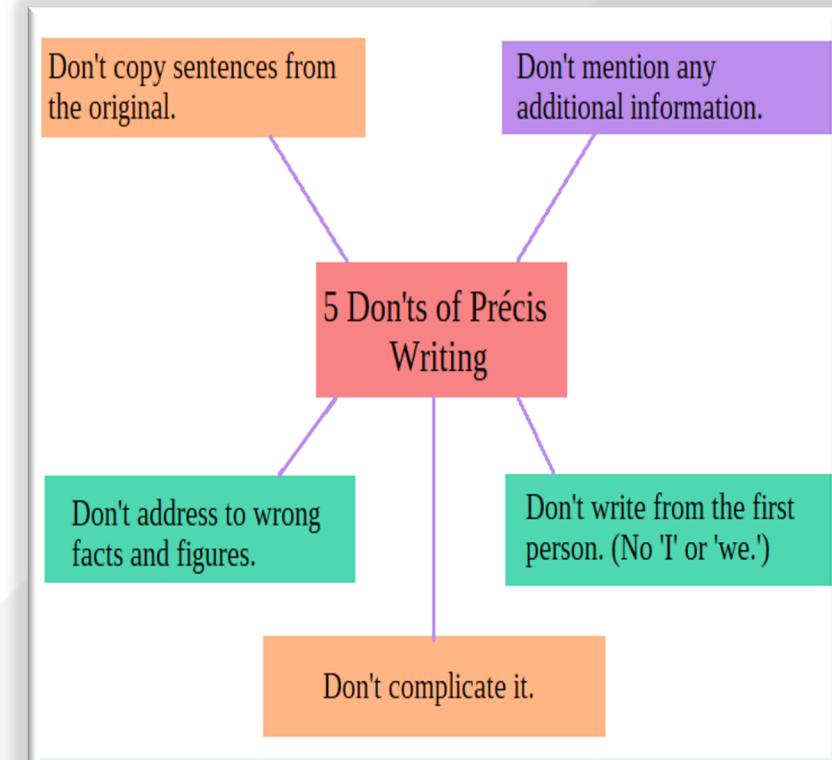
- Follow three grammar rules: write in 3<sup>rd</sup> person, indirect form and appropriate past tense.
- Give explanation of the piece, using your own words.
- One word substitution of longer terms is very helpful.
- Reread the initial text and compare it to your summary.
- If the summary is too long, rewrite it to bring within the limit of about one third of the original.

# Do's of Précis Writing

- Start your précis with the main idea so that reader can quickly understand the essence of the précis.
- 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 point.
- If you are mentioning anything related to history or any historical data than make sure that it is written in the past tense.

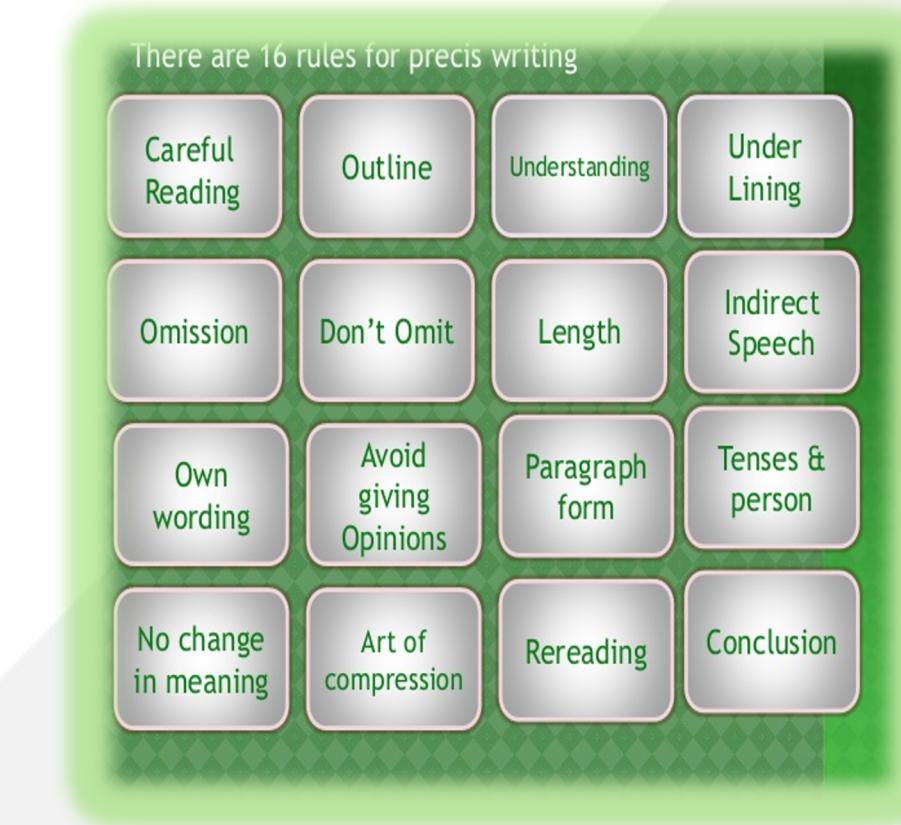
# Don'ts of Précis Writing

- Do not insert your own remarks, opinion, ideas, questions criticism in a précis.
- Do not use contractions and abbreviations.
- Avoid all slang also.



# DON'TS OF PRÉCIS WRITING (Cont.)

- Do not make grammar or spelling mistakes.
- Do not leave précis without title.
- Do not copy directly from the passage.



# POLL QUESTION : 2

Q. Can we insert our own remarks and criticism in a précis?

1. Never
2. Only in starting
3. Always
4. At the end of the précis



# Sample Paragraph

Teaching is the most noble profession .A teacher has a sacred duty to perform .The responsibility of shaping the character of children rests on him. Apart from developing their intellect, he can inculcate in them qualities of good human remaining neat and clean talking decently and sitting properly. These virtues are difficult to be imbibed. Only he who himself leads a life of purity simplicity and rigid discipline can successfully cultivate these habits in his students .Besides a teacher always remain young. He may grow old in age but not in spite . Perpetual contact with building youth keeping jolly and happy . There are moments



# Sample Paragraph(cont.)

worries weight heavily on his mind, but the delightful company of innocent students makes him overcome his transient moods of despair.

## **MAIN POINTS:**

- noble profession
- values taught to children
- remain youthful in company of children

# Final Précis

## The beauty of teaching

Teaching is noble profession. A teacher himself leading a pure simple and disciplined life can mould the character of children and make them neat and well-mannered human being. Besides he remains ever young in the constant company of the young and forgets his own domestic worries.

# PRACTICE PARAGRAPH

Prevention is always better than cure. It is recognized that the only way to get rid of malaria is by getting rid of the mosquitoes which cause it . This disease is always associated with damp and marshy land . It is not because the land is damp, but because the static water is the breeding place of mosquitoes which being their life cycle as a larva in the water . Malaria doesn't frequently occur in dry desert countries because mosquitoes can not breed in such regions . Preventing the breeding of mosquitoes in static is the only way to destroy them . This can be done by draining all pools and ponds. Open water vessels should be covered in the breeding session with the film of kerosene which deprive the larva of air and kills them.

# FINAL PRÉCIS

## **MAIN POINTS:**

- *cause of malaria*
- *how the disease spreads by breeding of mosquitoes*
- *What can be done to prevent it*

### Prevention of malaria

Mosquitoes which are the vectors of malaria ,breed in stagnant water . They cannot breed in dry lands and requires marshy and damp land. To prevent breeding of mosquitoes, stagnant water should be covered with a layer of kerosene .This can help put a stop to this deadly disease.

# Application

- Developing strategies to improve writing skills.
- It will teach the students how to express their thoughts clearly, concisely and effectively.
- Students will be able to organize their thoughts .
- It is useful to learn structuring paragraphs and sentences .
- It will teach the quality of expressing much in few words .

# References

- <https://www.igi-global.com/dictionary/national-culture/19905>
- <https://www.youtube.com/watch?v=lq-jmJp1ZL8>
- <https://www.amazon.in/Advanced-English-Writing-Skills-Masterclass-ebook/dp/B0832XBK9R>
- NPTEL link: <https://www.youtube.com/watch?v=GtncXIijH2I>



# THANK YOU

For queries  
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