

# PRECIS WRITING

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In this presentation ,you will learn to do the following :

- ❑ List the guidelines to write a Précis
- ❑ Create Précis using the format – heading , outline and summary

## Précis Writing :-

- ❑ A Précis is the shortened form of a passage .It is a **miniature replication** of the original passage.
- ❑ Précis writing is a process of condensing a passage to its main points.
- ❑ It expresses the **theme of the passage** as briefly as possible.
- ❑ A Précis must briefly cover all the ideas stated in a passage .

## Uses of Précis :-

- ❑ It is useful in grasping the ideas of a **passage, extract, chapter or book**.
- ❑ It aids **concentration** when reading a passage that has to be summarized.
- ❑ It improves **writing skills** and teaches the **quality of expressing much in few words**.


### Remember :

A Précis is concise, clear and must make a connected whole.

## Guidelines :-

Before writing the Précis , we must follow these guidelines:

- ❑ Read the passage a number of times so as to gain an **understanding of the passage**.
- ❑ Select a **suitable title or heading** for the passage.
- ❑ The title must **reflect** the theme of the passage.
- ❑ Irrelevant and incidental points such as **examples, illustrations or comments** by the author may be omitted.
- ❑ Using the **essential points**, an **outline of the passage** may be formed.



Guidelines followed during the process of writing a good Précis :-

- ❑ A **rough draft** is written using the outline formed.
- ❑ The essential points must appear in a **logical sequence**.
- ❑ Avoid using words and sentences from the original passage.
- ❑ Avoid words like ‘In my opinion’, ‘I believe that’ , etc.
- ❑ The Précis must be written in **simple and unambiguous language**.



❑ The précis must be written in the **past tense, indirect speech and third person**.

❑ Compare the draft to the original passage and check that all the essential points have been covered.

❑ Ensure that the length of the précis is **one third of the original passage**.

❑ Check for **spelling mistakes, grammar and errors in punctuation**.

❑ Write the final draft and include a **title or heading**.


Given below is a passage. We will write a précis based on this passage:

Title

### What Do We Dream About?

A subject of great debate has been the nature of dreams that people experience. Dreams can range from the mundane to the fantastic. They can create emotions like anxiety, joy, fear, anger, etc., in the dreamer. Dreamers often feel that they experience in their dreams is very real. It is common for people to have recurring dreams. Some people have recurring dreams of falling, flying or being chased. Nightmares are also common and often occur among children and adolescents. Nightmares may be the result of unresolved conflict or anxiety. Many theories have been put forth to explain why dreams occur one of the theories is that dreams are merely reproduction of incomplete thoughts or events experienced in the day. Another theory is that dreams are representations of our desires and fears. It has also been propagated that our dreams are populated with universal symbols that





may be recognizable across a myriad of cultures sometime dreams have been reported to certain **warnings** or messages about the immediate future. It has also been suggested that **dreams can be used for solving problems** and arriving at solution.

Many people keep dream journals. They record their dreams on daily basis. **Dream journals** may be maintained as a hobby or to gain a better understanding of dreams and consequently oneself. Carl Jung, the famous psychologist maintained a dream journal known as 'RED BOOK'.




Sample Passage (cont.) :

The outline of the passage is formed using the main points .  
It is as follows :

Outline:

Range of emotions in dreams – recurring dreams – nightmares – dreams as incomplete thoughts – dreams as representations of desires and fears - dreams as warnings - dreams for solving problems - dream journals – Jung's the 'Red Book '



Sample of well-written Précis :

## Nature of Dreams

When people dream , they experience **various emotions** such as anxiety, joy , fear, etc. Often dreamers believe their dream is real. Many people have **recurring dreams. Nightmares** are also commonly experienced. They may be due to unresolved problems. Dreams may **be extensions of one's thoughts, embodiments of one's fears and desires and predictions about the future.** Dreams may even be useful **in solving problems.** The famous psychologist, **Carl Jung** was known for keeping a **dream journal.**



## Conclusion :

- ❑ The title of the précis reflects the theme of the passage.
- ❑ The précis itself is one-third the length of the original passage.
- ❑ It is written in simple and unambiguous language.
- ❑ Thus, it is a **well written précis**.



**THANK YOU**