



Précis Writing



Précis Writing

● Definition

A précis may be defined as a restatement in shortened form of the main ideas and points in a piece of writing.

Précis Writing

A Précis

- A précis contains one-third of the number of words in the original passage.
- For writing précis 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.

Précis Writing

A Précis

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

Précis Writing

A Précis

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

Précis Writing

Writing good précis requires

- ◉ clear understanding of the given passage and
- ◉ the ability to reproduce its main ideas effectively in your own language

Précis Writing

◎ **Qualities of good précis**

1. Completeness
2. Clarity
3. Conciseness

Précis Writing

◎ completeness

- A précis should cover the essential contents of the given passage.
- It should not omit any important fact or idea.

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◎ Clarity

- A précis should express the meaning of the original passage clearly.
- It must be free from ambiguities and redundancies.

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◎ **Conciseness**

- A précis must be essentially brief and precise.
- It should be coherent piece of writing presenting argument logically.
- ❑ Mere omission of certain words, phrases and clauses from the original passage may produce a poor précis.

Précis Writing

- ◎ **Remember following points while writing précis**
- 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 précis in paragraphs except for very long original passage.
- Do not make any comments.

Précis Writing

◎ **Ten steps to precis writing**

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

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- Compare your draft with the original to check for any omission and irrelevancies.
- Check the length of précis. If it is more than the required limits, delete unnecessary words and phrases and revise the draft
- Read the revised draft once more; give more attention to punctuation, grammar and spelling.
- Prepare the final draft neatly
- Write at the right corner in the bracket number of words used by you.
- Right 'Rough' on the top of your first draft and the list of points you have made and cross them out.

Thanks