

PRECIS WRITING

WHAT IS A PRECIS?

- Precis is a restatement or reconstruction in a shortened form (approx. 1/3rd of the original passage) of the main ideas of the original passage usually in one paragraph which reads as a well-connected piece.

WHAT IS A PRECIS?

- The basic thought of a passage is reproduced in miniature, retaining the mood and tone of the original.
- It must possess clear and effective sentence construction.
- It must be intelligible to a reader who has not seen the original and should have solid compositional worth.

FEATURES OF A GOOD PRÉCIS

- It is marked by clarity, brevity and precision.
- It is not just lifting of the sentences from the original. It should be written in the précis writer's own words.
- It is a miniature version of the original passage.

FEATURES OF A GOOD PRÉCIS

- It must have a logical order and be well- knit and well- connected.
- It must have title.
- It must not contain any details not found in the original.

DO'S IN A PRÉCIS

- Start your précis by stating the main idea of the piece.
- Compress and clarify a lengthy passage and retain the core essence of the work.
- When writing about history, use the past tense.
- State the purpose of the research or piece of writing.

DON'TS IN A PRÉCIS

- Do not express your own opinion, wish, remark or criticism.
- Do not insert any question in your précis.
- Do not use abbreviations.
- Do not retain one or reject the other if two ideas are equally important.

PRECIS MAKING

While making a précis, three aims are to be kept in view. Firstly, the general argument is to be clearly conveyed. Secondly, all salient points are to be included. Thirdly, the diction (use of words, manner of expression) should be concise and yet adequate and independent of the original.

RULES FOR PRECIS MAKING

- Read through the whole passage you are asked to make a précis or find out the central thought, that is, the general argument contained in it.
- Mark the important points appearing in the passage or make marginal notes, leaving out all unimportant ones or note them down separately on the margin. This requires considerable practice.

RULES FOR PRECIS MAKING

- Give a suitable heading of your précis.
- Arrange the points in the best logical order. But it is better to keep the same order of thought as in the original.
- Write your précis in the third person, indirect form and appropriate past tense.

RULES FOR PRECIS MAKING

- It is better to give designations of officials and not the names and titles and must stick to it throughout the précis. If designation is not given use the names.
- Finally, a wise policy would be to count the number of words of your précis and put them down in a bracket at the end.

QUESTION FOR PRECIS

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.

SOLUTION FOR PRECIS

TITLE: TEACHING PROFESSION

Teaching is the noblest profession. A teacher himself leading a simple, pure and disciplined life can mould the character of the young children and make them neat and good mannered citizens. Besides he remains every young forgetting his own domestic worries in the constant company of the young. **(48 WORDS)**

THANK YOU...