

Precis Writing


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Precis Writing


- ▶ 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


- ▶ A precis contains one-third of the number of words 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
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Precis Writing

- ▶ Don't list the main points
 - ▶ It does not contain any comments, explanation or elaboration.
 - ▶ Precis writer should avoid examples, illustrations and literally frills used by the writer of the original passage.
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Precis Writing


▶ A Precis

- It is a piece of continuous writing
 - It has proper organisation of ideas, logical sequencing of the points
 - Use variety of languages as the situation demands.
 - Don't include any comments, explanation or elaboration.
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Precis Writing

- ▶ Writing good precis requires
 - Clear understanding of the given passage.
 - The ability to reproduce its main ideas effectively in your own passage.

Precis Writing

- ▶ Qualities of good precis
 - ▶ Completeness
 - ▶ Clarity
 - ▶ Conciseness
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Precis Writing

▶ **Completeness**

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

Precis Writing

▶ Clarity

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

Precis Writing

▶ Conciseness

- A precis 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 precis