Learning Objectives

After the completion of this chapter, the learner will be able to :

- Describe various rules to be applied while writing Precis
- * Explain the process of Precis writing and Purpose
- * Practice Precis writing of a Passage

A 'Precis', in simple words, is a summary or a brief of a passage. It is like a miniature form of a big portrait. It should retain the essence of the main passage. It should reflect the spirit of what the writer has given in the original passage. The aim of the 'Precis writing' is to convey the gist of the message in one's own words but it must not change the author's views or opinion. It should present the ideas in a logical manner with a clarity of thought. One needs to be precise and to the point in one's approach.

Some of the main features of a good 'Precis' are:

- It should retain the essence of the original passage.
- b. It should be clear, brief and precise.
- c. It should present the ideas in a sequence as given by the author and there should be coherence of ideas.
- d. It should not look as an abstract of the original.

Steps in Precis writing:

- Firstly, read the passage carefully.
- Underline/ highlight the main ideas of the passage.
- Compress the ideas in a brief form while retaining the important details.
- Identify the central idea.
- 5. Prepare a draft.

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R Sandford

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Table of Contents Precis Writing Exercises With Solutions

- 1. Understanding the eBook Precis Writing Exercises With Solutions
 - The Rise of Digital Reading Precis Writing Exercises With Solutions
 - Advantages of eBooks Over Traditional Books
- 2. Identifying Precis Writing Exercises With Solutions
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Precis Writing Exercises With Solutions
 - User-Friendly Interface
- 4. Exploring eBook Recommendations from Precis Writing Exercises With Solutions
 - Personalized Recommendations
 - Precis Writing Exercises With Solutions User Reviews and Ratings
 - Precis Writing Exercises With Solutions and Bestseller Lists
- 5. Accessing Precis Writing Exercises With Solutions Free and Paid eBooks

- Precis Writing Exercises With Solutions Public Domain eBooks
- Precis Writing Exercises With Solutions eBook Subscription Services
- Precis Writing Exercises With Solutions Budget-Friendly Options
- 6. Navigating Precis Writing Exercises With Solutions eBook Formats
 - o ePub, PDF, MOBI, and More
 - Precis Writing Exercises With Solutions Compatibility with Devices
 - Precis Writing Exercises With Solutions Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Precis Writing Exercises With Solutions
 - Highlighting and Note-Taking Precis Writing Exercises With Solutions
 - Interactive Elements Precis Writing Exercises With Solutions
- 8. Staying Engaged with Precis Writing Exercises With Solutions
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Precis Writing Exercises With Solutions
- 9. Balancing eBooks and Physical Books Precis Writing Exercises With Solutions
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Precis Writing Exercises With Solutions
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Precis Writing Exercises With Solutions
 - Setting Reading Goals Precis Writing Exercises With Solutions
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Precis Writing Exercises With Solutions
 - Fact-Checking eBook Content of Precis Writing Exercises With Solutions
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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