

Step-by-step guide to teaching précis writing

1. Select a text that is no more than a page of A4 in length.
2. Read the text through once carefully, without making any notes or highlighting at this stage. This could be done individually, or read aloud, in pairs or as a class.
3. Check that the children understand the main points. At this stage, children could discuss what the text is about with a partner to secure understanding.
4. Get the children to check any unfamiliar words in a dictionary.
5. Children choose three words which best sum up the article and show them to the rest of the class. Ask the children to scan the room. Do they agree on the best words?
6. Re-read the text closely, circling or highlighting the most important words. Encourage them to highlight no more than two or three words at a time. This could be done as a paired activity as well, comparing chosen words with a partner.
7. Discuss types of words which can generally be excluded from the précis, such as examples, speech and extra descriptive words like adjectives and adverbs, etc. Replacing phrases with shorter expressions or single words can also be helpful. (E.g. *Police conducted an extensive search for the extremely valuable missing jewels but unfortunately were unable to successfully locate them* (19 words) could become *Police searched unsuccessfully for the valuable jewels.* (7 words))
8. Write out the key words with plenty of space around each one, keeping them in the same order. Different coloured pens for each word helps identify different points or write each word/phrase on a sticky note so that they can be moved around.
9. Link the key words together to make sentences, by writing in pencil between them. Encourage the children to read back the sentences to check they make sense.
10. Read through the new sentences to check they link together and follow on from each other. If necessary, use conjunctions to join sentences. This can be done in a pair, with one partner reading their version aloud to the other to check for fluency.
11. Compare the new version with the original and check all the main points are there. Make any changes needed.
12. Make a neat final copy.
13. If giving the children a word count, check their final version fits the word count. Using word processing software to complete the final version helps to achieve this.

Precise Writing Guide

Tao Wei



Precise Writing Guide:

A Guide to Writing Scientific Information Pasquale De Marco, 2025-07-23 This comprehensive guide provides a wealth of knowledge and practical strategies for effectively writing structuring and disseminating scientific information Whether you are a student embarking on your research journey or a seasoned professional seeking to enhance your scientific writing skills this book will serve as an invaluable resource With a focus on clarity organization and precision this guide equips you with the tools and techniques to communicate your scientific findings effectively You will learn how to write with clarity and avoid ambiguity ensuring that your message is understood by readers of all backgrounds Beyond the basics of scientific writing this guide delves into ethical considerations writing for diverse audiences and the importance of collaboration You will gain insights into best practices for citing and referencing sources ensuring the integrity and credibility of your work This book is packed with real world examples exercises and case studies that illustrate the concepts and techniques discussed Whether you are preparing a scientific report writing a journal article or presenting your research at a conference this guide will provide you with the knowledge and confidence to succeed Written in a clear and accessible style this comprehensive guide is suitable for scientists of all levels of experience By following the guidance provided in this book you will gain the skills and confidence to communicate your scientific findings effectively contributing to the advancement of knowledge and understanding Invest in this essential guide today and unlock your potential as a scientific writer With its practical strategies and expert insights this book will empower you to write with clarity precision and impact ensuring that your scientific message reaches and resonates with its intended audience If you like this book write a review

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The Writer's Digest Guide to Good Writing ,1994 Divided into decades from the 1920s to the 1990s this compilation provides articles written by such authors as James Hilton Phyllis A Whitney Allen Ginsberg and Stephen King

Writing Guide with Handbook Michelle Bachelor Robinson,Maria Jerskey,Toby Fulwiler,2021-12-14 Writing Guide with Handbook aligns to the

goals topics and objectives of many first year writing and composition courses It is organized according to relevant genres and focuses on the writing process effective writing practices or strategies including graphic organizers writing frames and word banks to support visual learning and conventions of usage and style The text includes an editing and documentation handbook which provides information on grammar and mechanics common usage errors and citation styles Writing Guide with Handbook breaks down barriers in the field of composition by offering an inviting and inclusive approach to students of all intersectional identities To meet this goal the text creates a reciprocal relationship between everyday rhetoric and the evolving world of academia Writing Guide with Handbook builds on students life experiences and their participation in rhetorical communities within the familiar contexts of personal interaction and social media The text seeks to extend these existing skills by showing students how to construct a variety of compelling compositions in a variety of formats situations and contexts The authors conceived and developed Writing Guide with Handbook in 2020 its content and learning experiences reflect the instructional societal and individual challenges students have faced The authors invite students and instructors to practice invitational discussions even as they engage in verbal and written argument Instructors will be empowered to emphasize meaning and voice and to teach empathy as a rhetorical strategy Students will be empowered to negotiate their identities and their cultures through language as they join us in writing discovering learning and creating This is an adaptation of Writing Guide with Handbook by OpenStax You can access the textbook as pdf for free at openstax.org Minor editorial changes were made to ensure a better ebook reading experience This is an open educational resources OER textbook for university and college students Textbook content produced by OpenStax is licensed under a Creative Commons Attribution 4.0 International License

THE EXECUTIVE GUIDE TO BUSINESS COMMUNICATION Moin Qazi, 2019-07-17 This book demonstrates how your choice of language can influence your reader The book keeps speed with the latest developments in the field of communication and draws on practices used at reputed business schools like Wharton Kellogg and Harvard It equips managers with skills to navigate the varying needs demands and challenges of their audience with courtesy strength consideration and confidence Apart from its academic grounding which includes explanations of theoretical bases of various concepts the book draws liberally on practical examples that have been culled from actual successful organisational practices It gives you writing secrets used by the world's best business leaders that you too can use to great effect in your own business writing

The Boston Consulting Group, 2009

Studying Law at University Simon Chesterman, Clare Rhoden, 2020-08-02 Do you want to do well in Law from day one Law is a challenging and competitive subject to study at university You need to become familiar with its peculiar language and complicated practices as quickly as possible if you want to do well Drawing on the experiences of hundreds of students Studying Law at University demystifies your law course With reliable tips and practical suggestions it shows you how to understand key legal concepts read cases take useful notes become an active learner manage your time write law essays sit law exams Updated to take into account

the increasing use of the internet this second edition of Studying Law at University tells you everything you need to know to get good marks and enjoy your studies *Beat the Street II* WetFeet (Firm),2008 *The Good Writing Guide for Education Students* Dominic Wyse,2007 This practical guide has been designed to help education students improve their writing skills to meet the needs of their course It provides advice on reading widely searching for materials and how to carry out small scale research projects *Accenture* WetFeet (Firm),2009 *The Journalism Behind Journalism* Gina Baleria,2021-08-11 Today s journalists need to know both the skills of how to write interview and research as well as skills that are often thought of as more intangible This book provides a practical how to approach for developing honing and practicing the intangible skills critical to strong journalism Individual chapters introduce journalism s intangible concepts such as curiosity empathy implicit bias community engagement and tenacity relating them to solid journalistic practice through real world examples Case studies and interviews with industry professionals help to further establish connections between concept and practice and mid chapter and end of chapter exercises give the reader a concrete pathway toward developing these skills The book offers an important perspective for the modern media landscape where any journalist seeking to make an impact must know how to contextualize events hold power to account and inform their community to contribute to a healthy democracy This is an invaluable text for courses in journalism skills at both the undergraduate and graduate level and anyone training the next generation of journalists *Guide to UPSC CAPF Assistant Commandant Paper I & II* Disha Experts,2021-09-01

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Table of Contents Precise Writing Guide

1. Understanding the eBook Precise Writing Guide
 - The Rise of Digital Reading Precise Writing Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Precise Writing Guide
 - 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 Precise Writing Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Precise Writing Guide
 - Personalized Recommendations
 - Precise Writing Guide User Reviews and Ratings
 - Precise Writing Guide and Bestseller Lists
5. Accessing Precise Writing Guide Free and Paid eBooks
 - Precise Writing Guide Public Domain eBooks
 - Precise Writing Guide eBook Subscription Services
 - Precise Writing Guide Budget-Friendly Options
6. Navigating Precise Writing Guide eBook Formats

- ePub, PDF, MOBI, and More
- Precise Writing Guide Compatibility with Devices
- Precise Writing Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Precise Writing Guide
 - Highlighting and Note-Taking Precise Writing Guide
 - Interactive Elements Precise Writing Guide
- 8. Staying Engaged with Precise Writing Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Precise Writing Guide
- 9. Balancing eBooks and Physical Books Precise Writing Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Precise Writing Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Precise Writing Guide
 - Setting Reading Goals Precise Writing Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Precise Writing Guide
 - Fact-Checking eBook Content of Precise Writing Guide
 - 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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