

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:

- a. 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 :

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

Precis Writing Exercises With Solutions

College of Preceptors



Precis Writing Exercises With Solutions:

A Handbook of Precis-Writing E. Derry Evans,2013-08-22 Reprinted eight times following its original publication in 1913 this book provides a practical introduction to pr cis writing Derry Evans includes practical exercises in the form of series of texts of graduated difficulty from a variety of authors for the student to practice summarizing This book will be of value to anyone interested in the art of summarization *Indexing and Précis Writing* G. B. Beak,1908 *Précis and Précis Writing* Arthur William Ready,1904 *Pitman's Exercises in Indexing and Précis Writing* William Jayne Weston,1909 **A Text-book of Précis-writing** Thomas Chalice Jackson,John Briggs,1906 Practical Précis Writing and Indexing J. Blake Harrold,1905 *How to Write a Précis* Pamela Russell,1988-01-01 How to Write a Pr cis is designed to teach students how to read and comprehend a text and then reduce its length without omitting the essential details or radically altering the style of the original It contains theoretical background practical step by step instructions on how to write a pr cis sample pr cis and a variety of exercises Also included are sections on popularizing and abstracting Its tightly organized structure and straightforward direct style make How to Write a Pr cis the ideal text for students and teachers of translation of English as a second language and of all types of English Composition It is intended for use in universities community colleges high schools and in adult education The exercises have been carefully chosen and organized so as to provide optimum hands on learning experience for the reader they vary in difficulty so that the teacher may select those that suit the level of proficiency and the special interests of a particular group of students Published in English Civil Service Précis, containing full instructions as to indexing, and précis-writing, etc Robert JOHNSTON (Teacher of Swords Endowed School.),1869 Primer of book-keeping. Stage 1-3. [With] Answers to exercises Primer,1899 , *The Future of Thinking* Peter Washington *Ga*,Jeff Mason,Peter Washington,2005-08-12 Adapts rhetorical exercises such as paraphrase and precis to give students a range of strategies for making sense of texts and encourages the development of practical critical skills in a wide range of humanities students *Précis writing for beginners* Guy Noel Pocock,2022-09-04 DigiCat Publishing presents to you this special edition of Pr cis writing for beginners by Guy Noel Pocock DigiCat Publishing considers every written word to be a legacy of humankind Every DigiCat book has been carefully reproduced for republishing in a new modern format The books are available in print as well as ebooks DigiCat hopes you will treat this work with the acknowledgment and passion it deserves as a classic of world literature **THE EDUCATIONAL TIMES** College of Preceptors,1866 **The Principles and Practice of Teaching and Class Management** Joseph Landon,1905 *The Athenaeum* ,1914 **Longmans' junior school arithmetic. (With answers).** Longmans, Green and co,1888 *British Books in Print* ,1924 *Junior English Grammar & Comp. ,* High School English Grammar & Composition (Multicolour Edition) Wren & Martin,2015-12 Wren and Martin s High School English Grammar Composition is one of the most popular and widely used reference books on English Grammar It not only helps the students to use the language but also gives detailed information about the language

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