

# 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

**J Elliott**



## **Precise Writing Guide:**

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