

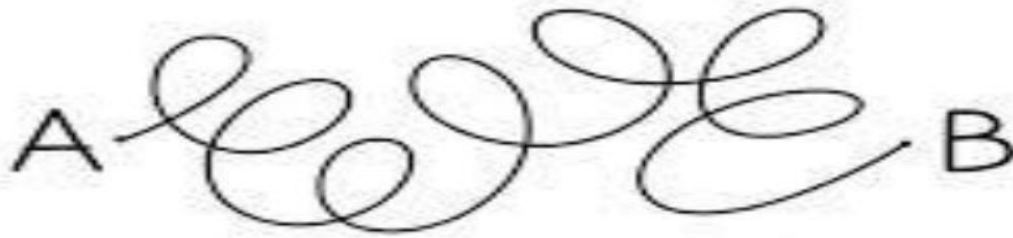


UNIT 3

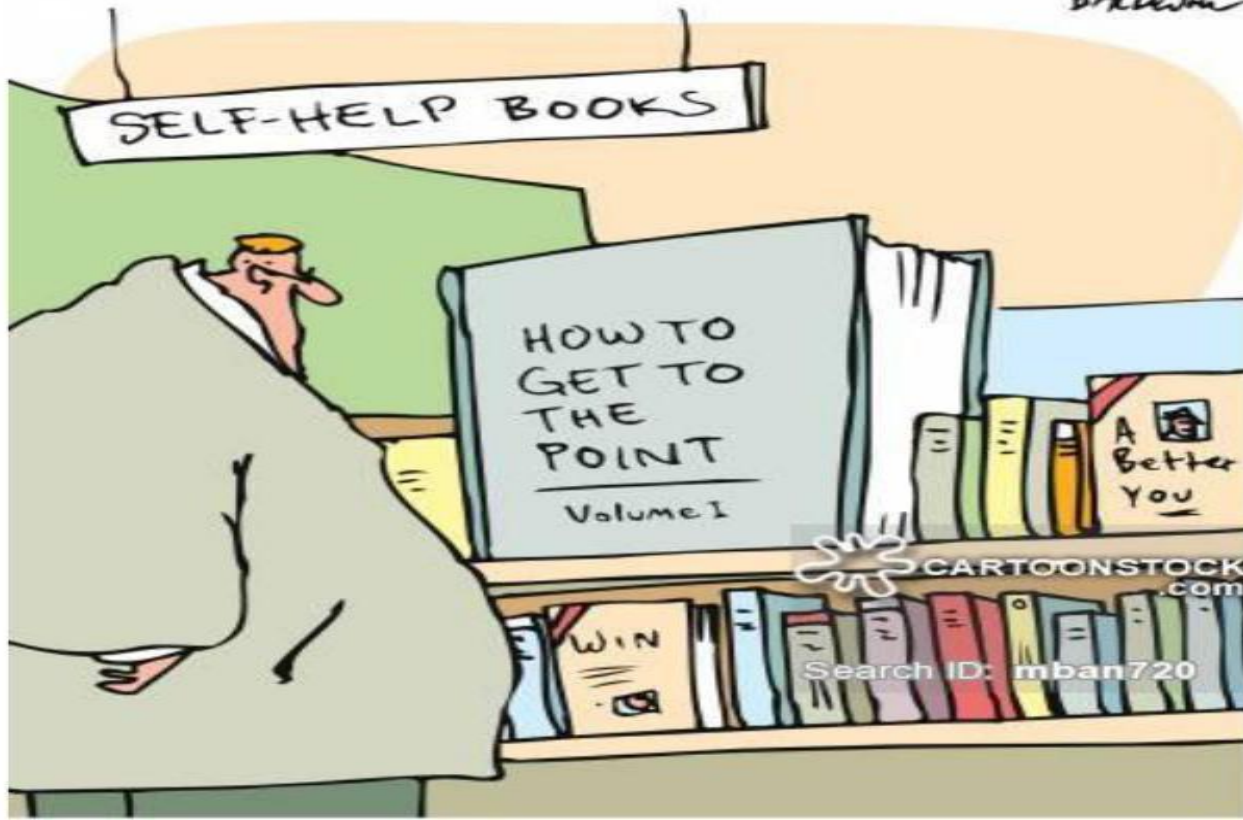
LECTURE 5

Précis Writing





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WHAT IS PRÉCIS WRITING?



- Précis writing means the art of summarizing.
- Précis writing involves summarizing a document to extract the maximum amount of information, then conveying this information to a reader in minimum words.
- Writing précis gives training in careful reading. Précis - writing is regarded as a very important kind of composition because it develops one's capacity to discriminate between the essential and the non-essential.

A précis is a clear, compact logical summary of a passage. It preserves only the essential or important ideas of the original.





GOLDEN RULES FOR WRITING PRECIS

- 1) Precision – Keep your precis accurate. Never include information that is not the part of paragraph. You can't conclude anything of your own. You are supposed to rewrite to paragraph in less number of words.

- 2) Brevity – Avoid unnecessary words and sentence that don't help the precis to convey the message. Try to make long sentences shorter.





POLL QUESTION

Q: The meaning of precis writing is

- A. writing in a different way
- B. to explain clearly
- C. to summarize a paragraph
- D. all are correct



ANSWER:

- C. to summarize a paragraph



CHARACTERISTICS OF A GOOD PRECIS



1. Clarity

Clarity implies, getting your message across so that the receiver can understand what the writer is trying to convey. It is the basic and essential need of a précis. The ideas should be clear and understandable. There should not be any ambiguity in your writing. The writer can achieve clarity by using simple language and simple structure. If your précis is not understandable to the reader it will lose its importance and meaning from the reader's perspective.





2. Correctness

Mistakes in your writings always irritate the reader. Of course mistakes are never intentional; however there is no excuse. At the time of writing or composing a précis, the writer must ensure that the facts and figures are correct. Structure of sentences and spellings of words must be correct because a single mistake in structure or spelling may spoil the message. Avoid the following mistakes:

- Misspelled words
- Mistakes in figures and dates
- Mistakes in punctuation
- Mistakes of grammar and structure





3. Objectivity

- Objectivity is the ability to present or view facts without bias and prejudice. While writing the précis of a text, the writer should adopt an objective approach. He/ She should not give or add his/ her personal opinions and ideas in a précis

4. Coherence

- Coherence refers to the logical and clear interconnection of ideas. Any piece of information ought to be coherent and a précis is no exception. The ideas which are presented in a précis must have a logical connection without disrupting the given correlation.





5. Completeness

- Another striking feature of a good précis is its completeness. A précis should be complete in all respects. Completeness means that the writer should include all the important facts in a précis. Though omitting data from the original text is an important skill while creating a précis of the same, choosing what to omit is vital. Only those points that are considered redundant, impertinent and imprecise are to be chosen for omission. If not, meaning of the précis could get tampered.

6. Conciseness

- Conciseness is synonymous to précis. Conciseness in précis writing refers to the inclusion of only those points that need to be included, nothing more or nothing less. A concise piece of work conveys the message in the fewest possible words. But one point must be kept in mind that the writer should not omit some basic and essential facts to achieve conciseness. To be concise -
 - Omit unnecessary details
 - Eliminate wordy expressions
 - Include only relevant material
 - Avoid unnecessary repetition





POLL QUESTION

Q: I donated blood, paid the insurance premium, took a college admission form and ate Samosa, gulab jamun and bhel puri." which part of the sentence is unnecessary

- A) ate Samosa Gulab Jamun and bhelpuri
- B) donated blood
- C) paid the insurance premium
- D) took a College admissions form



ANSWER:

- A) ate Samosa Gulab Jamun and bhelpuri



RULES OF MAKING A PRÉCIS



○ Read Carefully

First read the passage twice or thrice carefully to summarize it. This will enable you to understand the main theme of the passage.

- ALWAYS REMEMBER THE LENGTH OF YOUR PRECIS SHOULD BE 1/3rd of the ORIGINAL DRAFT

○ Underlining

Underline and mark the important ideas and essential points from the original text.

○ Outline

With the help of underlined ideas, draw the outline of your précis.

○ Omission

Omit all the unnecessary information or the long phrases which could be replaced by one word. All the adjectives and the adverbs can also be omitted in order to make a good précis.





- Don't Omit

While making a précis, the writer should never omit the important points and ideas which are essential to be described.

- Size

Keep the fact in your mind that the length of the précis should be the one third of the original passage.

- Indirect Speech

A précis should be written in indirect speech. If there is direct speech in the passage, it should be changed into indirect speech.

- Tense and Person

It should be written in the third person .In the case of universal truth the present tense should be used.





○ Own Words

A précis should be written in your own words and the writer should abstain from borrowing words from the original passage.

○ Précis of a Dialogue

The précis of a dialogue or conversation should always be expressed in form of narrative.

○ Objective Approach

A précis writer should adopt an objective approach. He should not add his personal ideas to a précis. Put all the important points and ideas in a logical order.

○ One Paragraph

There could be two or more paragraphs in the original text. While making the précis, try to write all the ideas in one paragraph.





- Rough Draft

After omitting all the unnecessary ideas, the writer should prepare a rough draft to finalize it.

- Final Draft

Having read the rough draft and pointed out some mistakes which may be found in the rough draft, the writer can prepare the final draft.





POLL QUESTION

Q: While writing a precis, it is necessary to give your own opinions and expressions

- A. True
- B. False



ANSWER:

- B. False



METHODS OF WRITING A PRECIS



- **Read** the work under analysis **carefully and note down** the **essential points** and arguments. Try different reading practices to better understand the work.
- **Focus on what the author is trying to communicate** through his work.
- Point out the evidence and appeals used by the author.
- Restate the thesis stated by the author in your words according to your interpretation. Remember, to keep it short and to the point.
- **For each section, write a summary that is one-two sentences long.** Include the summary of each section, but it shouldn't be too long.
- The key is to **describe the original piece in your own words.**
- Once you are done with the summary, **read the original piece again** to ensure if it's in **accordance with your summary.**
- Go through the summary again to make sure you haven't missed any important point and used a logical structure.
- Before handing in your document, make sure that it is **clear and concise** without any **grammatical errors.**



DO'S FOR PRECIS WRITING



- Begin with the basic idea of the passage to make the precis convenient to read.
- Give a clear idea pertaining to what the reader is about to read.
- While reading the passage, make a note of all the important points and include them in the precis.
- Follow the main idea of the passage with the facts/points of improvement/ methods, etc. as mentioned in the comprehension.
- Include all the important keywords and terms which are used in the passage.
- Keep a track of the tenses you use. Data related to history events of the past must be described in the past tense only.
- There must be a relation between the data you are writing in the precis. It should have some common links.





Q: While writing a precis, it is necessary to include all the important keywords and terms from the original passage

- A. True
- B. False



ANSWER:

- A. true





DON'TS FOR PRECIS WRITING

- Do not overcomplicate the precis and use easy vocabulary.
- Do not make assumptions or add information in the precis as per your own imagination.
- Do not give your own opinion or criticism over the comprehension.
- Avoid using abbreviations.
- Do not enter statements in the question format in the precis.
- Don't focus on any one point for very long. Keep the information as precise as possible.
- Don't give your own opinions: Even if you have to use your own words when you write the précis, don't try to express your personal opinion and evaluate the original text. It is not your goal. In this assignment, you should make a summary based on your analysis so just describe what exactly the author wanted to claim by his text.




Given below is a passage. We will write a précis based on this passage:

Title


What Do We Dream About?


A subject of great debate has been the nature of dreams that people experience. Dreams can range from the mundane to the fantastic. They can create emotions like anxiety, joy, fear, anger, etc., in the dreamer. Dreamers often feel that they experience in their dreams is very real. It is common for people to have recurring dreams. Some people have recurring dreams of falling, flying or being chased. Nightmares are also common and often occur among children and adolescents. Nightmares may be the result of unresolved conflict or anxiety. Many theories have been put forth to explain why dreams occur one of the theories is that dreams are merely reproduction of incomplete thoughts or events experienced in the day. Another theory is that dreams are representations of our desires and fears. It has also been propagated that our dreams are populated with universal symbols that



may be recognizable across a myriad of cultures sometime dreams have been reported to certain **warnings** or messages about the immediate future. It has also been suggested that **dreams can be used for solving problems** and arriving at solution.

Many people keep dream journals. They record their dreams on daily basis. **Dream journals** may be maintained as a hobby or to gain a better understanding of dreams and consequently oneself. Carl Jung, the famous psychologist maintained a dream journal known as 'RED BOOK'.





Sample Passage (cont.) :

The outline of the passage is formed using the main points .
It is as follows :

Outline:

Range of emotions in dreams - recurring dreams - nightmares - dreams as incomplete thoughts - dreams as representations of desires and fears - dreams as warnings - dreams for solving problems - dream journals - Jung's the 'Red Book '

Sample of well-written Précis :

Nature of Dreams

When people dream , they experience **various emotions** such as anxiety, joy , fear, etc. Often dreamers believe their dream is real. Many people have **recurring dreams**. **Nightmares** are also commonly experienced. They may be due to unresolved problems. Dreams may **be extensions of one's thoughts, embodiments of one's fears and desires and predictions about the future**. Dreams may even be useful **in solving problems**. The famous psychologist, **Carl Jung** was known for keeping a **dream journal**.

Conclusion :

- ❑ The title of the précis reflects the theme of the passage.
- ❑ The précis itself is one-third the length of the original passage.
- ❑ It is written in simple and unambiguous language.
- ❑ Thus, it is a **well written précis**.

Quick Review



There are 16 rules for precis writing

Careful
Reading

Outline

Understanding

Under
Lining

Omission

Don't Omit

Length

Indirect
Speech

Own
wording

Avoid
giving
Opinions

Paragraph
form

Tenses &
person

No change
in meaning

Art of
compression

Rereading

Conclusion

Don't copy sentences from the original.

Don't mention any additional information.

5 Don'ts of Précis Writing

Don't address to wrong facts and figures.

Don't write from the first person. (No 'I' or 'we.')

Don't complicate it.

Thank you for learning!

