

**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

**PT Brinkman**



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