

Precis writing-I
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Meaning

A short version of a speech
or
written text that contains only
the most important point

Meaning

Precis- Summary

A précis is a clear, orderly, concise, boiled-down summary which preserves the organization and principal content of the original. A précis is shorter than the original, usually about a third as long.

Some Concepts to Remember

- The word 'précis' (pronounced pray-see, pl- pray-seez) is cognate to the word 'precise' coming from a Latin word meaning 'to cut'.
- A précis, then, is a cut version of the original, retaining the main ideas and omitting all or most of the **examples and secondary ideas.**

Some Concepts to Remember

- The précis keeps the original proportion.
- The précis is readable, not a series of notes. Therefore, appropriate transitions must be incorporated.

Some Concepts to Remember

- The précis adds nothing of your own--no comments or interpretations at all.
- The purpose is to condense the original, not to explain it.
- Do not insert 'Einstein says' or 'Frost thinks' as transition.

Some Concepts to Remember

- Your thesis statement and topic sentences will convey the main ideas of your essay; do not mention them in your précis.

Some Concepts to Remember

- To write an effective précis, you must identify yourself with the author. **This technique requires careful reading and thoughtful selection of words.** Follow the steps below to accomplish this task:

writing a précis:

- Read the selection for meaning to ascertain the author's intended message.
- Read the selection another time to discern the author's tone or attitude. Become the author; see through his eyes. Once you know the author's tone, be it aggressive, detached, or sympathetic, you are better equipped to represent this writing.

writing a précis:

- Introduce the title of the selection and the author's name in the first sentence of your précis. (We call this the "tag.")

writing a précis:

- Read carefully, sentence by sentence, the passage to be summarized.
- Try to grasp the writer's main point. Spotting the **topic sentence** will help.

writing a précis:

- Look up in the dictionary any words whose meaning is not clear.

writing a précis:

- As you read, take brief notes to be used in your writing.

writing a précis:

- When you have finally decided what the author's main point is, write it out in your own words.
- Do not use the wording of the original except for certain key words which you may find indispensable.

writing a précis:

- Use your own language in the precis. Certainly, words or even phrases from the original will crop up in your precis, but do **not reproduce entire sentences.**

writing a précis:

- Carefully chosen synonyms should replace the author's wording whenever possible.
- By incorporating effective transitions, sentence combining, and sentence variety facilitate the task of writing a concise yet interesting precis.

writing a précis:

- If you cannot translate the idea into language of your own, you do not understand them very well.
- Be especially careful not to rely too much on the topic sentence. Do not add any opinions or ideas of your own.

writing a précis:

- Revise your writing until you are sure that you have given an accurate summary.
- Usually you will find your précis is too long, if it is more than one-third the length of the original. Continue your revision until you have reduced the précis to the proper length.

writing a précis:

- Always write your précis in **third-person**, even if the original is written in first- or second-person.
- it should be written in present tense.
- Eliminate any BE verbs or grammatical errors
- and "Do's and Don'ts List" errors.

Preserve the author's organization

- keeping the main points in the same order as the original. Keep the same sense of proportion as the original;

THANKS