

PRECIS WRITING

1. A shortening of a text in one's own words.
2. It is based on the author's same thoughts.
3. It is a brief piece of writing (A report/an article/a chapter or a paragraph from a book).
4. It should have the crux of the paragraph.
5. It is written in 1/3rd of the paragraph

Format

Title (2 to 3 words)

Body (1/3rd of the passage given)

Word count in bracket

Example –

1. **A shortening of a text in one's own words.**

Farooq Abdulla has very strong and unreasonable beliefs or opinions about his religion and he will not listen or accept the opinion of anyone who disagree. (Hint - group of words)

Answer -

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2. **It is based on the author's same thoughts.**

The tourist greeted and stopped me, addressed me as sir and asked if I might know the way to the hotel.

(Hint - central idea)

Answer -

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3. It is a brief piece of writing (A report/an article/a chapter or a paragraph from a book).

Sample English Précis Writing Passages

Passage

These are two considerations which deserve at least a word in any discussion of the future of the Indian theatre. The first is the rapid development of the cinema as a competitive for prophesied favor. At first, in the early flush of cinematic triumph people—some of whom might have been expected to, know better—prophesies the extinction of the theatre. It is now clear that though here and there, temporarily, the theatre may be affected, the cinema cannot hope to replace the stage and elbow it out of existence. Experience in the West has shown that the stage will always be required as a federal studio. For the technique is different and great stage actors have, always, to their disgust, discovered that film acting is at least only second best to them; it cannot mean to them what the stage means. Something is lacking in the human touch. In the theatre heart responds to heart and mind acts on mind in a way unknown to the cinema.

Thus there is no danger of extinction to the theatre. On the other hand, the rivalry of the screen ought to and will put theatre to a new test and give it a new stimulus that may well lead to still higher planes of artistic achievement.

Finally, a word about a national language spoken, written and thought might do for the theatre in India. With the new awakening in social life the need of a common tongue is being increasingly felt. Much work is being done to bring out a common linguistic medium. The day when, it is accepted will be a great day for the Indian theatre, as it will be for all art in the country. But the theatre, because its life blood is spoken word, will gain most. With a common tongue, with a live national consciousness, the theatre will become to its own as definite instrument of national unity reflecting the national mind, interpreting the national heart and dreaming national dreams for the future.

Passage 1 - Unsinkable Ship

Naval architects never claim that a ship is unsinkable, but the sinking of the passenger-and-car ferry Estonia in the Baltic surely should have never have happened. It was well designed and carefully maintained. It carried the proper number of lifeboats. It had been thoroughly inspected the day of its fatal voyage. Yet hours later, the Estonia rolled over and sank in a cold, stormy night. It went down so quickly that most of those on board, caught in their dark, flooding cabins, had no chance to save themselves: Of those who managed to scramble overboard, only 139 survived. The rest died of hypothermia before the rescuers could pluck them from the cold sea. The final death toll amounted to 912 souls. However, there were an unpleasant number of questions about why the Estonia sank and why so many survivors were men in the prime of life, while most of the dead were women, children and the elderly.

4. It should have the crux of the paragraph.

The tourist greeted and stopped me, addressed me as sir and asked if I might know the way to the hotel.

(Hint - central idea)

Answer -

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Points to remember

1. A précis must not exceed 1/3rd of the paragraph.
2. Identify the central idea.
3. Avoid wordy expression from précis
4. Avoid unnecessary repetition.
5. Provide an appropriate title.
6. Use your own words.

7. Order should be followed.
8. Don't introduce your ideas or criticize.

Always use

- 3rd person
- Reported speech
- Past tense.
- Universal truth only in present tense.

STEP 1 >

- Give a suitable title of a précis.

STEP 2 >

- First reading
- Underline the important points
- Get the basic idea.

STEP 3 >

- Second reading
- Cut unnecessary points
- Join the important points.

STEP 4 >

- Finalize the title
- Write the final draft in 1/3rd word count

<p style="text-align: center;">ADDING</p> <p style="text-align: center;">and as well as moreover furthermore in addition too on top of that another point is</p>	<p style="text-align: center;">SEQUENCING</p> <p style="text-align: center;">first, firstly, first of all second, secondly.. third next meanwhile now subsequently</p>	<p style="text-align: center;">ILLUSTRATING</p> <p style="text-align: center;">for example such as for instance in the case of as shown by illustrated by take... one example is..</p>
<p style="text-align: center;">COMPARING</p> <p style="text-align: center;">similarly likewise as with like equally in the same way</p>	<p style="text-align: center;">QUALIFYING</p> <p style="text-align: center;">but however although unless except apart from as long as if</p>	<p style="text-align: center;">CONTRASTING</p> <p style="text-align: center;">whereas alternatively unlike on the other hand conversely having said that nevertheless however</p>

What is the author saying?

Where?

What destruction?

How much?

Prediction

Solve the exercises

Example 1 –

The tourist greeted and stopped me, addressed me as sir and asked if I might know the way to the hotel.(Hint - central idea)

Answer -

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Example 2 –

Farooq Abdulla has very strong and unreasonable beliefs or opinions about his religion and he will not listen or accept the opinion of anyone who disagree.(Hint - group of words)

Answer -

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Example 3 –

Besides his father giving him money, his mother also did the same

Answer -

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Example 4 –

The technology worked months and months to roll out the new system faster and faster without a delay , more and more ATM machines PIN numbers to reach the final thing.(Hint - avoid repetition)

Answer -

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Example 5 –

Major Shaitan Singh fought in the Indo China war in which he sustained many injuries ,but he was not dismayed and killed a number of enemies.(Hint – central idea and conjunction)

Answer -

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Example 6 –

Sir Issac Newton after deep meditation discovered that there was a law in nature called attraction by virtue of which every particle of matter that the world is composed of draws towards itself every other particle of matter with a force which is appropriate to its mass and distance

Answer -

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Example 7 –

Original paragraph –

Usually , female Kangaroos give birth to one Joey at a time. Newborns as little as 0.03 ounces at birth. After birth, the Joey crawls into its mother’s pouch, where it will nurse and continue to grow and develop. Read Kangaroo joeys do not leave the pouch for good until they are more than eight months old. **58 words**

Answer -

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Example 8 –

Original paragraph –

we all believe that being loyal is a good thing. We approve of loyalty to our family, loyalty to our friends, and loyalty to our country. When we speak of loyalty here, we mean a desire to help I difficulty or danger..It is often clear when a person is being disloyal; when he allows his parents to suffer without showing any concern, for example or when he fights against his own country. For such people most of us will feel disapproved.

90 words

Answer -

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Example 9 –

Original paragraph –

Cyclone Amphan, one of the worst storm over the Bay of Bengal in years has slammed into Bengal and Odisha, bringing with it heavy rain, winds and

waves. Over five lakh people have been taken to shelters in West Bengal and over one lakh in Odisha, the National Disaster Response Force (NDR) chief said today in a press briefing. The cyclone will reach Kolkata soon. East Midnapore and North 24 pagans in west Bengal are seeing heavy rain. The wind speed could be from 110-120 km per hour when it reaches Howrah, Kolkata and Hugli, a senior IMD official told reporters.

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Example 10 –

Roger was homeless and usually in the pleasant summer nights , he slept on a bench in a park. However, as the nights got colder with approaching winter , he decided to move to his regular hangout in winter. There are several charitable places for the homeless in Network city where Roger could sleep during the frosty winter. But these establishments had numerous strict regulations and the authorities were highly inquisitive of the personal lives of its inmates. So Roger chose the prison at Blackwell’s island as his winter haunt.