



মণিগোবর্ধনশাসন শিখা সন্থাশনশাসন (শিখা)

**DEPARTMENT OF EDUCATION (S)**

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**CLASS IX & X  
ENGLISH COMPOSITION  
LESSON 5  
PRECIS WRITING**

**NOTES**

Precis is a short summary of a paragraph. Precis is a word of French origin. It is an important aspect of composition. Writing precis requires skill so that we do not miss out a point and capture all the main essence in one single small paragraph. So, we need to follow a particular set of rules. Precis must always be much shorter than the original. It is meant to express only the main theme, ignoring all the unimportant details. No rigid rule has been laid down for the length of a Precis, generally the Precis should restrict to about one-third of the length of the original. In the Precis no essential point of the subject or the theme of the original passage should be left out.

***Use of Precis Writing***

Precis writing involves a lot of exercise in reading to learn and develop the art of reading. Reading is a skill which should be given proper attention. Good reading habit is necessary for successful Precis writing.

Precis Writing teaches one how to express one's thought concisely, clearly and effectively. It is a very useful corrective of the common tendency of vague, disorderly thinking and loose, diffused writing. In a Precis, something important will have to be expressed in a fixed number of words. One have to choose the words carefully, construct the sentences precisely and putting the ideas in a strictly logical order.

Precis Writing is also the great value in practical life. In the busy world of today, lawyers, business executives, politicians and government official find the thought process and the writing skill associated with the Precis writing very essential and helpful.

***Types of passages for Precis writing***

- a) **Factual passages:** Factual passages are easy to tackle. Very often we come across some difficult words in the passages. But we can easily mark the sentences which deal with the theme or the subject of the passage.



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- b) Discursive passages:** These passages generally describe an idea. There may be arguments referring to interpretations. That is why Discursive passages require serious reading with concentration.
- c) Literary passages:** Literary passages are also easy to tackle. Even if the language is difficult, if we go on reading the passage again and again, we may find it easy in understanding the theme or the subject.

### **Rules of Precis Writing:**

#### **Do's:**

- Read the passage carefully to have a general idea of its meaning.
- Start your precis with the main idea so that reader can quickly understand the essence of the precis.
- Find out the tone of writing. It may be serious, humorous, satirical etc.
- Make a suitable environment while writing a precis, where all the point can be described and discussed equally.
- Compress the precis and make sure that the length is not too long but have important data, keywords and the concept.
- Removing the irrelevant data or sentence is an important as writing the relevant points.
- Identify the facts and keep the main idea of the work only.
- Separate the essential from what is non-essential.
- We should leave out comparisons like metaphors and similes.
- A clear, unbroken sequence of ideas must be presented.
- Give a title for the precis, which will be a brief statement of the central theme.



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- Avoid using a clause where a phrase would suffice or a phrase where one word would be enough.
- We should be careful not to miss the essential points.
- The gaps should be smoothened by using link-words like and and but.
- Ideas should be carefully selected and joined properly
- The Precis should produce an impression of unity.
- If the meaning of any word is not clear we can consult a dictionary. In the process of selection, anything that is not related to the central theme should be omitted. In particular, we should dispense with the following:
  - i) Repetition
  - ii) Examples and Illustrations
  - iii) Quotations and Anecdotes
  - iv) Figures of speech like metaphors and similes.
- The Precis should be written in the third person, even if the original passage is in the first person or in the form of a dialogue.

**Don'ts:**

- Even though we have read and understood the Precis well, we must not form our own opinions.
- We cannot insert our own remarks and criticism in a précis
- We cannot insert a question instead we have to make it in the form of a statement.
- Avoid using abbreviations and contractions.
- Must not forget to write the full form of any given words.

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