



SECTION B – WRITING SKILLS
CHAPTER 11
PRECIS

NOTES

A precis is a restatement in shortened form of the chief ideas, points etc. of a piece of prose. The aim is to present the essential facts with clarity and brevity, without any attempt at elaboration. Precis is a French word which is derived from the Latin word ‘Pracisum’ meaning to cut short or a short summary. Thus, precis means a condensed form of composition which gives the main points of a passage clearly in order to save the time of the reader.

HOW TO WRITE A PRÉCIS

1. Read and re-read the passage carefully in order to know what the passage is all about.
2. After reading thoroughly, point out what parts are important and what parts are unimportant.
3. Prepare a rough draft from the main points.
4. It should be written in indirect form of speech and in active voice.
5. Avoid illustration, examples enumeration etc.
6. The language should be simple and precise. Figurative language like metaphors and similes should be avoided.
7. The precis should be of roughly one- third of the original length.
8. The precis should have a suitable title or heading.

TYPES OF PRECIS

1. Descriptive (describing people, places or objects)
2. Narrative (narrating stories or events)
3. Reflective (containing reflections on some virtues or vices, on abstraction like manner or anger)
