

## Hints for beginners on precis-writing

This session has been started for providing guideline to beginners about precis writing. Precis writing can not be neglected as compared of other subjects. It is one of the most important subject for css aspirants.

A precis may be defined as a summary or shortened form of a piece of writing, in which matters of detail are left out and only the important points are retained. The student must possess the judgement to be able to seize upon the essential points in a passage and leave out what is unnecessary but he must have an adequate vocabulary not only to understand the meaning of the given passage but also to be able to express its main ideas in his own language.

Most composition books contain a number of "rules" for precis writing, followed by a large number of passages for exercise. Now, no rule can be grasped in the abstract; they can be understood only if their application is actually demonstrated to the readers. Besides, passages are often chosen at random, without regard to their suitability for the purpose.

In this hints, while "rules" have been given, it is to the actual illustration of these rules that we must pay close attention. Every passage is followed by

1. vocabulary
2. Hints to write own precis
3. A model precis

## Rules of Precis writing

1. Read the given passage carefully at least three times in order to be able to grasp what the writer has said or grasp the main idea.
2. Underline the important points to be included in your precis. A point is important if it is intimately connected with the main subject and if it is essential for a clear exposition of the theme.
3. Use your own language in the precis. While words and phrases from the original may be used in the precis, whole sentences should never be lifted out of the original to be included in it.
4. The precis should be roughly one-third of the original passage. Always prepare a rough draft first and count the words. If you find that it is too long, shorten it by removing what seems inessential and by condensing phraseology. If it turns out to be too short, read the original to see what more can be added to the precis.
5. Examples, illustrations and comparison should be left out of the precis. Figure of speech should be removed and the ideas expressed in clear, direct language.
6. Your own comments on the ideas of the precis are absolutely forbidden. Do not express any opinion, favourable or unfavourable, about the ideas in the original passage.
7. Be very careful about the language you write. Mistakes of grammar and spelling

are penalized as much in the precis as in other forms of composition.

8. See that your precis is a piece of readable English and that its ideas can be understood even by a person who has not gone through the original. This is very important.

9. Your precis should be a connected whole. As such it should not be divided into paragraphs. (this rule does not apply to very long original pieces of writing such as those set in the competitive examinations).

10. Do not use the direct form of speech in the precis. If the author has written in the first person pronoun using "I" and "my", you should write in the third person pronoun : "he" and "his". The precis may in such cases begin thus : "the author says.....", or "according to author.....". In case the name of the author, Chesterton or Johnson, is given at the end of the passage, the precis should begin thus : "According to Chesterton.....", or "Macaulay says....." or "Johnson expresses the view.....".

11. Think of a suitable title for the precis. The title should ordinarily not be a complete sentence. A title must be supplied even though it may not have been asked for.

12. Indicate the number of words in your precis at its end.

Note: General hints are remain to share but had to cut off the session because deficiency of time. Inshallah I'll accomplish this session as soon as possible and I'm also looking for yr comments if I'm going devious from any aspect.