

STEPS IN READING A PASSAGE FOR THE PRECIS.

1. Read the whole passage attentively.
2. Begin to recognize the author's tone and viewpoint.
3. Re-read the passage several times if necessary for clear comprehension (understanding) of ideas.
4. Note and disregard parts of the author's work that are introductory.
5. Underline key phrases, make notes in the margin.
6. Observe the emphasis or approach used by the author.
7. Assume the importance of ideas that the author develops with the use of supporting facts and examples.
8. Do not use the specific examples, figures of speech or quotations cited by the author in developing your precis.
9. When you are selecting ideas from a passage, ask yourself the following question: If this idea were omitted, would the fundamental meaning of the passage be changed?

Writing the Precis

1. Try to limit your precis to no more than 1/3 the length of the original passage.
2. Use clear, factual expressions, do not attempt to copy the style of the original source.
3. Do not introduce ideas of your own. Do not criticize or change the author's ideas.