

# *PRECIS-WRITING*

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*"A French word (pronounced pressee) connected with the French word precise."*

A precis is a summary, and precis-writing means summarising. Precis-writing is an exercise in compression. A precis is the gist or main theme of a passage expressed in as few words as possible. It should be lucid, succinct, and full (i.e. including all essential points), so that anyone on reading it may be able to grasp the main points and general effect of the passage summarised.

Precis-writing must not be confused with paraphrasing. A paraphrase should reproduce not only the substance of a passage, but also all its details. It will therefore be at least as long as, and probably longer than, the original. But a precis must always be much shorter than the original; for it is meant to express only the main theme, shorn of all unimportant details, and that as tersely as possible. As the styles of writers differ, some being concise and some diffuse, no rigid rule can be laid down for the length of a precis : but so much may be said, that a precis should not contain more than a third of the number of words in the original passage.

## **I. USES OF PRECIS-WRITING**

**I.** Precis-writing is a very fine exercise in reading. Most people read carelessly, and retain only a vague idea of what they have read. You can easily test the value of your reading. Read in your usual way a chapter, or even a page, of a book; and then, having closed the book try to put down briefly the substance of what you have just read. You will probably find that your memory of it is hazy and muddled. Is this because your memory is weak? No; it is because your attention was not fully centred on the passage while you were reading it. The memory cannot retain what was never given it to hold; you did not remember the passage properly because you did not properly grasp it as you read it. Now precis-writing forces you to pay attention to what you read; for no one can write a summary of any passage unless he has clearly grasped its meaning. So summarizing is an excellent training in concentration of attention. It teaches one to read with the mind, as well as with the eye, on the page.

# Precis Writing Exercises With Solutions

**L Reisser**



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