

Advanced 2 - Precis Writing 2

Class Objective:- I should be able to write a Precis

Concept A: What is a Precis?

1. It is a summary of the original writing with all the important points.
2. It is the compressed form of the original text.
3. It tells the reader the gist or the theme of a passage.
4. The length of a precis should not be more than 1/3rd of the original text.

Concept B: How to write a Precis?

1. **Reading** - Read the original text at least two times to understand the subject of the text. While reading ask yourself these questions - What does the author mean? What is the subject?
2. **Giving a title** - Sometimes you are asked to give a title to the passage. Based on the principle theme, give it a suitable title. Sometimes there are key-words or sentences in the text that can be chosen as a title.
3. **Making a list of important points** - After a couple of readings, identify the essential points and make a list. Omit those that are just examples used to further illustrate a point.
4. **Rough Draft** - Write the principle idea and the important points in your words. In doing so you could change the order of certain items as compared to the original text.
5. **Final Precis** - Reread the rough draft and rewrite it a clear and concise manner. Do not add your opinion to the text.

Concept C: Certain points to remember:

1. Precis should be written in your own words.
2. It should be the compressed version of the text and not your opinion.
3. Do not copy sentences or text from the original passage.

1. **Introduction**

2. **Background**

3. **Method**

- 1. **Study Design**
- 2. **Participants**
- 3. **Intervention**

4. **Results**

- 1. **Primary Outcome**
- 2. **Secondary Outcome**
- 3. **Subgroup Analysis**

5. **Conclusion**

- 1. **Summary**

6. **References**

7. **Appendix**

8. **Supplementary Materials**

9. **Tables**

- 1. **Table 1**
- 2. **Table 2**
- 3. **Table 3**

10. **Figures**

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