

Advanced - Precis Writing 1

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.

QUESTION 1

Which of the following is NOT a characteristic of a good leader?

ANSWER

- 1. Selfish
- 2. Humble
- 3. Empathetic

QUESTION 2

- 1. A leader should be someone who is always right and never wrong.
- 2. A leader should be someone who is always confident and never uncertain.
- 3. A leader should be someone who is always strong and never weak.

QUESTION 3

- 1. A leader should be someone who is always honest and never dishonest.

QUESTION 4

Which of the following is NOT a characteristic of a good leader?

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ANSWER

- 1. Selfish
- 2. Humble
- 3. Empathetic

QUESTION 5

QUESTION 1

Which of the following is NOT a characteristic of a good leader?

ANSWER

- 1. Charismatic
- 2. Visionary
- 3. Selfish

QUESTION 2

- 1. A leader should be someone who is naturally born to lead.
- 2. A leader should be someone who is naturally born to lead, but they can also be learned.
- 3. A leader should be someone who is naturally born to lead, but they can also be learned, and they can also be learned.

QUESTION 3

- 1. A leader should be someone who is naturally born to lead.

QUESTION 4

Which of the following is NOT a characteristic of a good leader?

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ANSWER

- 1. Charismatic
- 2. Visionary
- 3. Selfish

QUESTION 5

QUESTION 1

Which of the following is NOT a characteristic of a good leader?

ANSWER

- 1. Charismatic
- 2. Visionary
- 3. Authoritarian

QUESTION 2

- 1. A leader should be someone who is naturally charismatic and confident.
- 2. A leader should be someone who is naturally confident and charismatic.
- 3. A leader should be someone who is naturally confident and charismatic.

QUESTION 3

- 1. A leader should be someone who is naturally confident and charismatic.

QUESTION 4

Which of the following is NOT a characteristic of a good leader?

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- 1. Charismatic
- 2. Visionary
- 3. Selfish

QUESTION 5