

Précis Writing

A concise or abridged statement

What is a Precise

- It is a short summary of the essential ideas of a longer composition; the basic thought of a passage is reproduced in miniature, *retaining the mood and tone of the original*. It must possess clear, emphatic diction and effective sentence construction. Its unity and coherence should be emphatic through smooth, unobstructive transition.
- As per the *Oxford dictionary*, Precise means –a *concise statement*.

Essentials of Precise

- Completeness: Precise must have complete idea of the passage. The sentences must be well connected and the whole precise should reflect a necessary compactness.
- Brevity: is the soul of precise
- It is written in *Indirect narration* in past tense in third person.
- It should not contain our views/ opinions
- It must be grammatically correct.
- The heading of the precise should reflect theme or idea of the passage.

FORMAT

- Write an outline of the main ideas
- Put your outline into sentences/ paragraph form
- Count the number of the words and make necessary changes.
- It is an exact replica in miniature of the passage, often reduced to one-quarter to one-fifth of its size.
- Do not copy a single sentence from the article, use key words.
- Do not use the words “ in this article”, use the style
- Use past tense while mentioning about history
- Avoid using abbreviations/contractions.
- Avoid using “ands”
- Avoid words, like-big, good, little, and a lot. Also, do not use the phrase “ throughout history”. This is cliché.(over used activity or notion) a phrase or word that has lost its original effectiveness or power from overuse.
- Title of the text should be put in *italics* or *underlined*.

Passage

- If by some magic, you could be granted one quick wish, perhaps you might wish to be popular. Being popular means being liked by a lot of people instead of just a few close friends and that is a big order. All the same you, too, can be well liked if you are willing to be to be on guard against the peril of popularity.

Let us consider some of these. You cannot be polite and friendly to some and not to others without the word getting around as to what kind of person you really are. When you are considering other people, take time to be friendly with the folks older than you are, your neighbors, teachers, parents and the other relatives. If you treat them with respect, they are going to think of you as a likable person, not as a good for nothing boy. And do not forget to be kind to the “ little kids” too. Again, you must think of others and consider their wishes. A majority win, you know, and if you are out-witted in the discussion of what to do and where to go, remember that being a good spirit is another way to help your popularity. A good lover does not complain when the plans do not go his way. At some time, do not be afraid that you are risking your popularity to stand up for what you think is right. It takes courage to say so, and is appreciated.

Solution

ON POPULARITY

Everyone wishes to be popular in life. But one should not hanker after popularity and sacrifice the truth one stands up for. Popularity means that one is liked by a majority of the people. Therefore, one should be friendly to one's teachers, neighbors, parents and children. It may help a person to earn name as an amiable person. The greater number of persons admire him, the more popular he is. However, one must cultivate a sportsman spirit and one must not complain if the response is sometimes cold. One must persist in being likable to others.

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THANKS A LOT