

How to Write a Good Precis?

The word *Precis* originates from the **Latin** word *praecisum*, which means "**to cut short.**" In English, it is associated with words like *precise*, *concise*, and *exact*.

What is a Precis?

A precis is a short and clear summary of a long passage, presenting only its main ideas in a concise manner. It retains the tone and essence of the original text while condensing its key points. A well-written precis maintains effective sentence structure, coherence, and clarity.

According to the Oxford Dictionary, a precis is "a concise or abridged statement." To write a good precis, one must identify the main points of a passage and express them clearly in the fewest possible words.

Characteristics of a Good Precis

1. **Completeness** – A precis must include all the essential ideas from the original passage and should not leave out any important information.
2. **Coherence** – Sentences should be logically connected to maintain the flow of ideas.
3. **Brevity** – As the saying goes, "Brevity is the soul of a good precis." A precis is usually one-third the length of the original passage and should exclude unnecessary details.
4. **Indirect Speech** – A precis should be written in the third person and past tense, avoiding direct quotations.
5. **Objectivity** – It should not include the writer's personal opinions or interpretations but should strictly present the original ideas.
6. **Simplicity and Accuracy** – The language should be simple, clear, and grammatically correct.
7. **Title** – The title of the precis should align with the central theme of the passage and summarize its main idea in a few words.

Steps to Write a Good Precis

- Carefully read the passage and understand its main points.
- Identify and highlight essential ideas while eliminating unnecessary words.
- Structure the precis logically to maintain coherence.
- Avoid direct quotations and rewrite in your own words.
- Ensure grammatical accuracy and keep the language simple and clear.

Do's and Don'ts of Precis Writing

Keeping the above points (01-07) in mind, carefully read the passage for which you need to write a precis two to three times. Underline the important points or note them separately. Then, to make them even more concise, remove decorative words, comparisons, etc., from the sentences and connect them logically. Ensure that the completeness, compactness, and clarity of the precis remain intact.

Do's:

- ✓ Start your precis with the main idea of the passage.
- ✓ Use concise and clear language.
- ✓ Use past tense when writing about historical events.
- ✓ Maintain logical sentence structure.
- ✓ Italicize or underline the titles of texts.

Don'ts:

- ✗ Do not use phrases like "In this article."
- ✗ Avoid abbreviations and contractions.
- ✗ Do not use vague words like *big, good, bad, little, a lot*.
- ✗ Avoid clichés like "throughout history."
- ✗ Do not add personal opinions or interpretations.

Final Thoughts

Writing a good precis requires analytical skills, deep understanding, and the ability to present ideas in a clear, concise, and well-connected manner. This skill is valuable in both academic and professional life.

अच्छा प्रीसिस कैसे लिखें? (संक्षिप्तता एक अच्छे प्रीसिस की आत्मा है)

Precis शब्द लैटिन भाषा के *praecisum* शब्द से आया है, जिसका अर्थ होता है "संक्षिप्त करना।" अंग्रेज़ी में यह *precise, concise* और *exact* जैसे शब्दों से जुड़ा हुआ है।

प्रीसिस क्या है?

प्रीसिस किसी लंबे पाठ का छोटा और स्पष्ट सारांश होता है, जिसमें उसकी मुख्य बातें संक्षेप में प्रस्तुत की जाती हैं। यह मूल पाठ की भावना और स्वर को बनाए रखते हुए मुख्य विचारों को संजोकर लिखी गई एक संक्षिप्त प्रस्तुति होती है। एक अच्छा प्रीसिस प्रभावी वाक्य संरचना, तारतम्यता और स्पष्टता बनाए रखता है।

ऑक्सफ़ोर्ड डिक्शनरी के अनुसार, प्रीसिस का अर्थ "संक्षिप्त या संक्षेपित कथन" है। एक अच्छे प्रीसिस के लिए हमें किसी पाठ के मुख्य बिंदुओं को पहचानकर, उन्हें कम से कम शब्दों में स्पष्टता के साथ प्रस्तुत करना चाहिए।

अच्छे प्रीसिस की विशेषताएँ

1. **पूर्णता (Completeness)** – प्रीसिस में मूल पाठ की सभी आवश्यक बातें होनी चाहिए और किसी महत्वपूर्ण जानकारी को छोड़ा नहीं जाना चाहिए।
2. **तारतम्यता (Coherence)** – वाक्य आपस में जुड़े होने चाहिए ताकि पढ़ने में प्रवाह बना रहे।
3. **संक्षिप्तता (Brevity)** – जैसा कि कहा जाता है, "संक्षिप्तता एक अच्छे प्रीसिस की आत्मा होती है।" प्रीसिस आमतौर पर मूल पाठ का एक-तिहाई भाग होता है और इसमें अनावश्यक विवरण शामिल नहीं किए जाते।
4. **अप्रत्यक्ष कथन (Indirect Speech)** – प्रीसिस को अप्रत्यक्ष शैली में, यानी तीसरे व्यक्ति (Third Person) और भूतकाल (Past Tense) में लिखा जाना चाहिए।
5. **निष्पक्षता (Objectivity)** – इसमें लेखक की अपनी राय या भावनाएँ नहीं होनी चाहिए, केवल पाठ की मूल बातें होनी चाहिए।
6. **सरलता और शुद्धता (Simplicity and Accuracy)** – भाषा स्पष्ट और सरल होनी चाहिए तथा व्याकरण की दृष्टि से सही होनी चाहिए।
7. **शीर्षक (Title)** – प्रीसिस का शीर्षक पाठ के मुख्य विचार से मेल खाना चाहिए और पूरे सार को कुछ शब्दों में व्यक्त करना चाहिए।

अच्छे प्रीसिस लिखने के चरण

ऊपर बताये गए बातों (01-07) को ध्यान में रखते हुए जिस Passage की Precis लिखनी है उस Passage को दो से तिन बार ध्यान से पढ़िए। उसमें से important बिन्दुओं को Underline कर लीजिए या अलग से उतार लीजिए। फिर उन्हें और भी संक्षिप्त करने हेतु ऐसे Sentences में से भी Decorative Words, Comparison आदि हटाकर इन्हें आपस में जोड़ लीजिए/ध्यान रखिए Precis की Completeness, Compactness तथा Clarity बने रहे।

- पूरे पाठ को ध्यानपूर्वक पढ़ें और इसकी मुख्य बातें समझें।
- आवश्यक बिंदुओं को चिन्हित करें और अनावश्यक शब्दों को हटा दें।
- प्रीसिस को तार्किक रूप से व्यवस्थित करें ताकि उसका प्रवाह बना रहे।
- प्रत्यक्ष उद्धरण (Direct Quotes) का उपयोग न करें और इसे अपनी भाषा में लिखें।
- व्याकरण की शुद्धता सुनिश्चित करें और भाषा को सरल और स्पष्ट रखें।

प्रीसिस लेखन के नियम और निषेध

क्या करें:

- ✓ प्रीसिस की शुरुआत मुख्य विचार से करें।
- ✓ संक्षिप्त और स्पष्ट भाषा का उपयोग करें।
- ✓ ऐतिहासिक घटनाओं का वर्णन करते समय भूतकाल (Past Tense) का उपयोग करें।
- ✓ वाक्यों को तार्किक रूप से व्यवस्थित करें।
- ✓ ग्रंथों के शीर्षकों को इटैलिक्स में या रेखांकित (underline) करें।

क्या न करें:

- ✗ "इस लेख में" जैसे वाक्यांशों का उपयोग न करें।
- ✗ संक्षिप्त रूप (Abbreviations) और संकुचित शब्दों (Contractions) का उपयोग न करें।
- ✗ बड़ा, अच्छा, बुरा, छोटा, बहुत जैसे अस्पष्ट शब्दों से बचें।
- ✗ "इतिहास के दौरान" जैसे घिसे-पिटे वाक्यांशों का प्रयोग न करें।
- ✗ व्यक्तिगत राय या व्याख्या न जोड़ें।

अंतिम विचार

एक अच्छा प्रीसिस लिखने के लिए गहरी समझ, विश्लेषणात्मक कौशल और विचारों को स्पष्ट, संक्षिप्त और तारतम्यपूर्ण रूप में प्रस्तुत करने की क्षमता आवश्यक होती है। यह कौशल अध्ययन और व्यावसायिक जीवन दोनों में सहायक होता है।

Precis Writing: Examples

Q1. Make a precis of each of the following passages. The precis should be as far as possible in your own words. Suggest a suitable title also for your precis.

When our childhood has fallen behind us and taken on some of the glamour of distance, we often ransack our memories in order to call up to our mind's eye the picture of the children we were. Then we are surprised to discover how little we remember of our earliest days; they have gone for ever and seemingly have left nothing behind them. All is lost in haze, and no definite image rewards our efforts to recapture the incidents of infancy. Some, however, can recall more than others; one may remember something that happened when he was only a child of two, while another may find his memory blank—a clean sheet of paper as far as anything is concerned which befell him before he was five. Yet, perhaps as regards things generally, the memory of the latter may be stronger than that of the former, it is only in regard to his early childhood that the first man's memory is stronger.

To account for these variations is not easy: there are so many factors to be taken into account. Nature and circumstances have to be considered. One may be markedly introspective, unconsciously looking into himself from his earliest days: another may have had an accident which could not fail to impress itself on his memory. Again, one man may remember earlier events because his memory is a visual one, while another looks not so far back because his memory is more of the mind and a child's mind is of slower development than his sight.

Some Tips: Memory of Childhood

Main points of the passage are to be noted down:

- (1) We remember little of our earlier days.
- (2) The memory of some extends farther back than that of others.
- (3) Variations in the memory of childhood are due to a person's nature and early circumstances.

Use above points to write a precis leaving aside unimportant and superfluous items:

Precis: Memory of Childhood

After some years, if we look back to our earliest days of childhood, we would find that we remember very little. The memories of some however can go back farther than that of others. It is not necessarily the stronger memory that does it. It is the nature of a man and his circumstances that determine the extent of his memory. A man with visual memory may have better memory than others.

Q2. Make a precis of following passage. The precis should be as far as possible in your own words. Suggest a suitable title also for your precis.

It is possible to score goals and lose the game. It is possible to win battles and lose the campaign. It is possible to make money and miss a fortune. The short-sighted man suffers, no matter where he is found; he may see some things with excessive clarity, but he fails to get the true perspective which will enable him to arrive at wise conclusions. He gains one thing, but he loses something better. This is a very common error. The student makes it when he forgets the life-goal in thinking of the medal or the scholarship. The saint forgets it when he thinks of today and forgets the greater tomorrow. The businessman misses his way when he chooses a present gain and forfeits ten times as much in the future. The youth make such a mistake when he marries a girl of good look, and forgets the character which will be necessary to command his respect for forty years to come. Man was made to think and unless he uses his brain he will stumble into no end of unseen morasses. There is a future, and it cannot be evaded; and when it is reached it cannot be changed, for we are just deciding what it shall be. We are our own destiny-makers. It is well to face the future with care and caution.

How to make the precis? Learn through the following example

Disadvantages of Short-sightedness

Main points of the passage are to be noted down:

- (1) Winning and losing game and money are possible in life of everybody. A man who suffers from short-sightedness sees only the immediate gain with clarity, but loses something better and greater in the future.
- (2) The students who care more for the medal than for the goal of life, the saint who thinks of the present and not of the glorious future, the businessman who for an immediate gain forgoes greater future gain, and the youth who marries a girl of good looks rather than of character, all are the victims of this grave error.
- (3) Our future lies in our own hands. We are our own destiny-makers. We should face the future with care and caution.

Use above points to write a precis leaving aside unimportant and superfluous items:

Precis: Disadvantages of Short-sightedness

Winning and losing game or money are part of life. A short-sighted person loses the greater future gain for an immediate small gain. The student misses his life-goal for the medal or scholarship, the saint ignoring future bliss for the present achievement, the businessman forgoing a larger future fortune for the present trifle gain and the youth marrying a good-looking girl rather than one of character, all are short-sightedness of the respective fellows. We are the architect of our future, and therefore, of our destiny; we should face it warily and carefully.

Q3. Make a precis of each of the following passages. The precis should be as far as possible in your own words. Suggest a suitable title also for your precis.

How many apparent defeats, Enthusiasm has transformed into victories? It is one of the most vital elements in all successes, but in the sphere of religious activity its value cannot be overestimated. Nevertheless, it must be admitted that enthusiasm is not something that can always be had merely for the asking. Precis Writing 907 In the first place, to be effective, enthusiasm must be genuine. Simulated enthusiasm is a weak, vapid thing that soon dies. People do not become enthusiastic merely by wanting to be. It is not something that can be thrust upon others at will. Nothing could be more ridiculous than for someone to rise before a large gathering and say, "I move them all and they became enthusiastic!" Enthusiasm is not necessarily a noise or shouting or even feverish activity. These may be, and sometimes are, manifestations of its presence, but not necessarily so. Often, indeed, such symptoms are merely spurious imitations, and as far from the genuine articles as the counterfeit money from the real money. All genuine, lasting enthusiasm must be built upon knowledge. This is the true fountain from which it bubbles up, and nothing will take its place. People cannot be lastingly enthusiastic about that of which they know nothing.

Learn to make Precis through the following example:

The Power of Enthusiasm

Main points of the passage are to be noted down:

- (1) Enthusiasm has transformed many apparent defeats into victories.
- (2) It is the most vital element in all successes. But enthusiasm cannot be had for the asking.
- (3) Genuine enthusiasm is effective. Simulated enthusiasm is a dull and temporary thing. Enthusiasm cannot be forced upon others.
- (4) Genuine enthusiasm can be built upon knowledge alone. One cannot be enthusiastic about a thing for long unless one has complete knowledge of it.

Use above points to write a precis, leaving aside unimportant and superfluous items:

Precis: The Power of Enthusiasm

Enthusiasm is one of the most important elements to achieve successes and has turned many sure tumbling into victories. But in order to be effective and lasting, it must be genuine. Simulated enthusiasm dies soon. We should distinguish real from false enthusiasm which consists in noise, shouting or feverish activity. Genuine enthusiasm can be built upon knowledge alone. To be lastingly enthusiastic about a thing, the people should have complete knowledge of it.