# Précis Writing

# 1/3 rd of the original text

# Resource Book : A Handbook of Précis Writing by Derry Evans. Cambridge University Press

# Poetry/ Dialogues/Prose ( Present, Past 2000/2016 , Conditional 2017)

# 1. Avoid Wordiness

# Dr Shafique is an expert in the area of International Relations.

# There were several reasons that contributed to the failure of the government.

# 2. Avoid Choppiness

# There was a boy. He was five years old. He asked me a question. The question was strange. The question was about death.

# 3. Avoid Passive Voice

# CSS classes are being attended by Shakeel. (Convert this into active voice)

# 4. Avoid Direct Speech

# He said, ‘ No person knows the real reason behind my decision. Only I am aware of that. No person on earth has any knowledge.’

# He said that only he was aware of the reason behind his decision.

# 5. Avoid Extra explanation, examples, flowery language and statistics.

# 6. Avoid List…. One word substitution

# Man learns more from his experience than books. This theory has been supported by Plato, Aristotle, Bacon, Chomsky and Russel. Similarly , the same has been supported by Avicenna, Farabi, Confucius, Buddha , Sir Syed and Dr Iqbal.

# 7. Avoid Different Tense

# 8. Avoid Multiple Paragraphs

# 9. Avoid Personal Opinion

# 10. Avoid Vague or Wrong title

# 15 marks …. Précis

# 5 marks …. Title Wrong ……0

# Reflect Main purpose/ spirit/ Theme

# Short as Possible … 4 words

# Register/Tone…… Formal/Informal/Funny

# Title Should attract the Readers’ attention.

# Sample précis: Trees give shade for the benefit of others, and while they themselves stand in the sun and endure the scorching heat, they produce the fruit of which others profit. The character of good men is like that of trees. What is the use of this perishable body if no use is made of it for the benefit of mankind? Sandalwood, the more it is rubbed, the more scent does it yield. Sugarcane, the more it is peeled and cut up into pieces, the more juice does it produce. The men who are noble at heart do not lose their qualities even in losing their lives. What matters whether men praise them or not? What difference does it make whether they die at this moment or whether lives are prolonged? Happen what may, those who tread in the right path will not set foot in any other. Life itself is unprofitable to a man who does not live for others. To live for the mere sake of living one’s life is to live the life of dog and crows. Those who lay down their lives for the sake of others will assuredly dwell forever in a world of bliss.

# Rough Draft The character of good men is like that of trees. The men who are noble at heart do not lose their qualities even in losing their lives. Happen what may, those who tread in the right path will not set foot in any other. To live for the mere sake of living one’s life is to live the life of dog and crows. Those who lay down their lives for the sake of others will assuredly dwell forever in a world of bliss.

Practice Activity # 1

**Q1. Make a précis of the given passage, also give a suitable heading ( CSS 2002)**

The official name of our species is homo sapiens; but there are many anthropologists who prefer to think of man as homo Faber-the smith, the maker of tools It would be possible. I think, to reconcile these two definitions in a third. If man is a knower and an efficient doer, it is only because he is also a talker In order to be Faber and Sapiens, Homo must first be loquax, the loquacious one. Without language we should merely be hairless chimpanzees. Indeed we should be something much worse. Possessed of a high IQ but no language, we should be like the Yahoos of Gulliver's Travels- Creatures too clever to be guided by instinct, too Self-centered to live in a state of animal grace, and therefore condemned forever, frustrated and malignant, between contented apehood and aspiring humanity. It was language that made possible the accumulation of knowledge and the broadcasting of information. It was language that permitted the expression of religious insight, the formulation of ethical ideals, the codification to laws. It was language, in a word, that turned us into human beings and gave birth to civilization.