



SNS COLLEGE OF ENGINEERING

Kurumbapalayam (Po), Coimbatore – 641 107

An Autonomous Institution

Accredited by NAAC – UGC with ‘A’ Grade

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai

DEPARTMENT OF ARTIFICIAL INTELLIGENCE AND DATA SCIENCE

COURSE NAME : 23ENT101 ENGLISH FOR ENGINEERS

I YEAR / II SEMESTER

UNIT III: PRECIS WRITING



PRECIS WRITING

Precis writing is summarizing a comprehension in limited words, covering all the important aspects and details of the passage given. It is often called as **précis writing**, is the skill of summarizing a long passage or text into a concise and clear form while retaining its essential ideas. It omits unnecessary details, examples and redundant expressions but keeps the tone and intent of the original intact.



RULES OF PRECIS WRITING



To avoid making any errors in writing a precis,

1. Read the comprehension carefully
2. Note down the important points
3. Make a rough draft of the precis
4. Make use of simple and precise language, as much as possible
5. Draft the final precis once all the points have been included



RULE 2



Length of the Precis:

Do not write a lengthy precis. In most cases, the number of words must be almost one-third of the word count of the passage or comprehension.

It should be convenient to read:

Make sure that the precis you write does not have too complex vocabulary or is too complicated to understand.



RULE 3



Cover all the essential points:

While reading the passage, make a note of the important points and ensure that no point is skipped.

Must be coherent:

The important terms with respect to the passage must be included in the precis as well.



RULE 4



Use an appropriate Title:

The precis needs to have a title. So, the candidates must ensure that the title is in sync with the comprehension.

Details in precis must match the details in the passage:

No other information apart from the one given in the passage must be included in the precis and all the important information mentioned in the passage must certainly be included.



Do's for Precis Writing



1. Begin with the basic idea of the passage to make the precis convenient to read.
2. Give a clear idea pertaining to what the reader is about to read.
3. While reading the passage, make a note of all the important points and include them in the precis.
4. Follow the main idea of the passage with the facts/points of improvement / methods, etc. as mentioned in the comprehension.



Do's for Precis Writing

- Include all the important keywords and terms which are used in the passage.
- Keep a track of the tenses you use. Data related to historical events of the past must be described in the past tense only.
- There must be a relation between the data you are writing in the precis. It should have some common links.



DON'TS FOR PRECIS WRITING

- The length of the precis must be shorter than the length of the passage.
- Do not overcomplicate the precis and use easy vocabulary.
- Do not make assumptions or add information in the precis as per your own imagination.



DON'TS FOR PRECIS WRITING



- Do not give your own opinion or criticism over the comprehension.
- Avoid using abbreviations.
- Do not enter statements in the question format in the precis.
- Don't focus on any one point for very long. Keep the information as precise as possible.



COMPREHENSION PASSAGE



Everybody knows what a “good” man means and how he should be. Our definition of a good man is the one who does not smoke, or drink or avoids the usage of bad language. A good man is ideally expected to converse in front of men as he would in front of women. He is also expected to attend the Church regularly and have correct opinions on all subjects. He has a wholesome horror of wrong-doing and realizes that it is our painful duty to reprimand sin. He is not anticipated to have wrong thinkings and has the authority to protect the young.



COMPREHENSION PASSAGE



His duties are not just restricted to the professional front but also needs to spend quality time doing good deeds. He must be patriotic and a keen believer of military training, he should promote industry, must be sober and have virtue among wage earners and their children. He must be a role model for all and it is expected that he leads a way which the younger generation would willingly follow. Above all, of course, his “morals” in the narrow sense must be admirable.



PRECIS WRITING

TITLE: ATTRIBUTES OF A GOOD MAN

The characteristics of a good man are known and he is expected to be religiously profound, must not smoke, drink or use bad language. His behaviour must be the same for all genders and he is expected to be a role model for the young ones. He must know his duties and avoid taking up the path of sin. He must be good not only in the professional space but also help people in need. He must be someone who can be admired and is praiseworthy.



PRECIS WRITING



Candidates may note that all the information which was mentioned in the comprehension has been precisely covered in the precis in understandable and easy to read language, along with an appropriate title.



HOME TASK

A man in the east gave up all worldly concerns and went to a wood, where he built a hut and lived in it. His only clothing was a piece of cloth that he wore around his waist. But as ill luck would have it, rats were plentiful in the wood; so he had to keep a cat. The cat requires milk; so he had to keep a cow. The cow required tending, so a cowboy was employed.

The boy required a house to live in. So a house was built for him. To look after the house a maid had to be engaged. To provide company for the maid a few more houses had to be made, and people were invited to live in them. In this manner, a little township sprang up in the lovely wood. (136 words)

