

HINTS ON PRÉCIS WRITING

1. Leave about 5 to 10 minutes for the fair copy, which should not be started until your rough copy is absolutely finalized. It should then be only a matter of copying without reference to the original passage. There should be no corrections in the fair copy.
2. The précis must be decent English. You should not spoil the language in trying to be brief. The sentences should follow one another naturally. Words like Thus, Hence, Moreover, should not be left out.
3. Don't misspell words which are in the original passage.
4. Don't change the meaning of the original or add anything of your own.
5. Use reported speech unless told otherwise.
6. Don't use abbreviated forms.
7. Avoid a large number of (many), a great deal of (~~much~~), a lot of (much, many), in spite of (despite).