

1.8 Precis

Skills	Criteria
Understand the text	<ul style="list-style-type: none"> • Precis shows thorough understanding • Precis is logical and coherent
Select essential information	<ul style="list-style-type: none"> • Only the main points are included • No new information or opinion is introduced
Write in your own words	<ul style="list-style-type: none"> • Own words used
Emphasise the main points	<ul style="list-style-type: none"> • Reflects structure and tone of the original

See 2.11

Definition

A precis (pronounced *pray-see*) is a summary that contains an exact reproduction of the logic, organisation and emphasis of the original texts.

Purpose

To capture the essence of a text.

Audience

Your assessor. However, this format is superb practice for cutting through to what a report or article is really saying – an invaluable skill for study and in the workplace.

Structure

Exactly as the original, with the same proportions for each section.

Style

As for the original. Use first person ('I' or 'we') only if it is in the original.

Steps

1. Make sure you understand the article.
2. Select the most important points and underline or highlight them.
3. Group these main points and write sentences for them.
4. Arrange your sentences into one paragraph.
5. Check the logical flow of your sentences and that you emphasise main points only.
6. Check that you have introduced no new information or opinion.
7. If presenting an oral precis, state how it relates to the issue under discussion.

Tips

1. Clearly state main points and eliminate illustrations and examples.
2. Use your own words. Never copy complete phrases.
3. Nothing should be said more than once.

Useful reference

See the **School of Commerce website** for examples and further advice.

See 2.1
