**Rules of Precis Writing**

**DOs of Precis Writing**

* Start your precis with the main idea so that reader can quickly understand the essence of the precis.
* He/she will know beforehand as to what should they expect in the written precis.
* While writing a precis, make a suitable environment where all the points can be described and discussed equally.
* As the main idea or the essence is established, you can follow it up with some methods, facts, points, etc.
* As a precis is concise, compress it and make sure that the length is available for you to retain the important data, keywords, and the concept.
* Removing the irrelevant data or sentence is as important as writing the relevant points.
* Thus, identify the superfluous data and facts and keep the core idea of the work only in the precis.
* If you are mentioning anything related to history or any historical data than make sure that it is written in the past [tense](https://www.toppr.com/guides/english/tenses/introduction-to-tenses/) only.
* Also, remember to put the purpose as to why you are writing a precis in the writing piece.
* This will help the reader understand what you wrote in the precis.

**DON’Ts of Precis Writing**

* A precis writing is a formal way of writing a shorter form of the given paragraph.
* So, even though you have read and understood the Precis well, do not form your own opinions.
* You cannot insert your own remarks and criticism in a precis.
* Always take the fact and data that is given in the paragraph only.
* Also, during a precis writing, you cannot insert a question. If for any reason you need to insert make it in the form of a statement.
* For a precis writing, avoid using contractions and abbreviations.
* Write the full form of any given words only.
* Avoid being jerky. This will show that you have not understood the passage properly and have started writing a precis.

**How Good a Precis Can Be?**

Now that we have understood what things you should do and what things you shouldn’t while doing a precis, let’s understand what a good precis is? That is to say what things should be included for a good precis? A good one should include this rules of precis writing.

* It should be precise and clear
* A precis writing is not just lifting the words from the original paragraph
* It should be written in a precise manner in your own words
* It should be a summary or a miniature version of the original paragraph
* The precis must be logically connected and should have a good flow of words
* It should be coherent and for this, it can use the linking words such as and, because, therefore, etc.
* A precis should have an appropriate title and the order ideas need to be original
* The details found in the precis must match the details found in the paragraph