



## Reading and Summarising the Paragraph & Reading and Paraphrasing

### Reading and Summarising the Paragraph

In the busy world of today people have little time to read long winding reports and documents. Summaries, on the other hand, are easy to read. They are short and include only information that is relevant.

The definition of the summary is a shorter version of a larger text expressed in the writer's own words. There should be no question of plagiarism in summary. It consists of all the essential points from the original passage, essay, or conversation. A good summary ensures that the writer has understood the passage in detail and knows what the essential and non-essential points are.

### Here are some guidelines for summarizing a passage.

Read the given passage to find out

- What the passage is about
- What its tone is
- What type of writing it is
- Find a title for the passage

The title should be a brief statement of the central theme. It should be pointed, not vague.

Read the passage again, as carefully as possible trying to understand every sentence.

Anything that is not related to the central theme is irrelevant or superfluous and should not be mentioned in the summary.

In the passage the author may have expressed the same idea in different words for emphasis. There is no room for repetition of ideas in a summary.

Examples and illustrations are often easy to dispense with. If you find an example indispensable, it may be included in the summary.

Do not include quotations, metaphors, similes and other figures of speech.

Before you start writing the summary, jot down the important ideas in the passage.

**Do not copy words and phrases from the passage.**

**As far as possible the summary should be written in your own words.**

**Write the summary of the following passage in about 100 words:**



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This century is the age of Science. We cannot imagine our lives sans Science. Science has become a part and parcel of our lives. Science has become a symbol of progress. The progress is in the field of medicine, education, industry, etc., and we enjoy the comforts of science in all fields. Science has developed an effective transport and communication system. Buses, cars, trains, planes have made transportation easy and comfortable, safe and fast. Man has even landed on the moon with the help of technology.

In the field of medicine, science has worked wonders. Almost all kinds of diseases are entirely cured by modern drugs and medicines. Medicine has reduced pain and suffering. Electricity is another important scientific invention. The comforts of our life like electric lamps, refrigerators, fans, grinders, washing machines, etc. are all run by electricity.

Scientific methods of cultivation have solved the flood problem. The pests destroying the crops are killed immediately by pesticides. Poultry and sericulture are also improved. Thus science is helpful in all walks of life and makes our life comfortable and happy.

**Answer:**

### **Summary of the above passage:**

In the present times, one cannot imagine their lives without science. Science has made a markable space in fields like medicine, education, industry. It has also helped in developing easy and fast mode of transportation like buses, cars, trains, planes. One enjoys the comfort of science in every aspect of life. Science has also helped the field of medicine to flourish. Almost all kinds of diseases can be cured by advance medicines and drugs reducing the pain and suffering. Electricity is another field which has been benefited by science. All the machinery inventions like refrigerators, fans etc are run by electricity. Scientific methods are also used in the field of agriculture and poultry.

**Note: A summary is written in your own words. Only the idea of the content should be kept intact.**

**Words can be your own. Do not insert any opinion of yours and do not tamper with the data. Make no additions or reductions in the information provided.**

## What is Precis Writing?

Precis writing is summarising a comprehension in limited words, covering all the important aspects and details of the passage given.

Given below is a precis writing example, for your reference.

### **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. His duties are not just restricted to the professional front



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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.

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.

### Note:

- To write a good precis, read the passage given, note down the important points and main idea of the passage, use simple and clear words and draft a final precis in precise language.
- Whether asked or not you are supposed to give a title to the precis. The title should convey the core idea of the passage.
- do not use any abbreviations, do not give any question in your precis, do not express your own opinion, do not keep it long, and avoid using complex vocabulary.