

# CAPF 2022

**PRECIS WRITING  
EXAMPLE+ SOLUTION**

**ENGLISH  
PRIYA UPADHYAY**



## TIME TABLE

**9 AM – DEFENCE ADDA247 – CAPF**

**3 PM– DEFENCE ADDA247- CDS**

# PRECIS WRITING

Precis writing is an art, since you need to extract the maximum information and then convey the information in the minimum of words. The goal is to preserve the core essence of the original report in a manner which is both clear and concise.

## **What is Precis Writing?**

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

What should a précis do?

- Give the gist of the passage unless otherwise specified
- Cover only the important point
- Be as short as possible
- Usually  $1/3^{\text{rd}}$  of the length of the passage, unless otherwise specified.

## Four Steps of Precis



## Summary vs. Precis

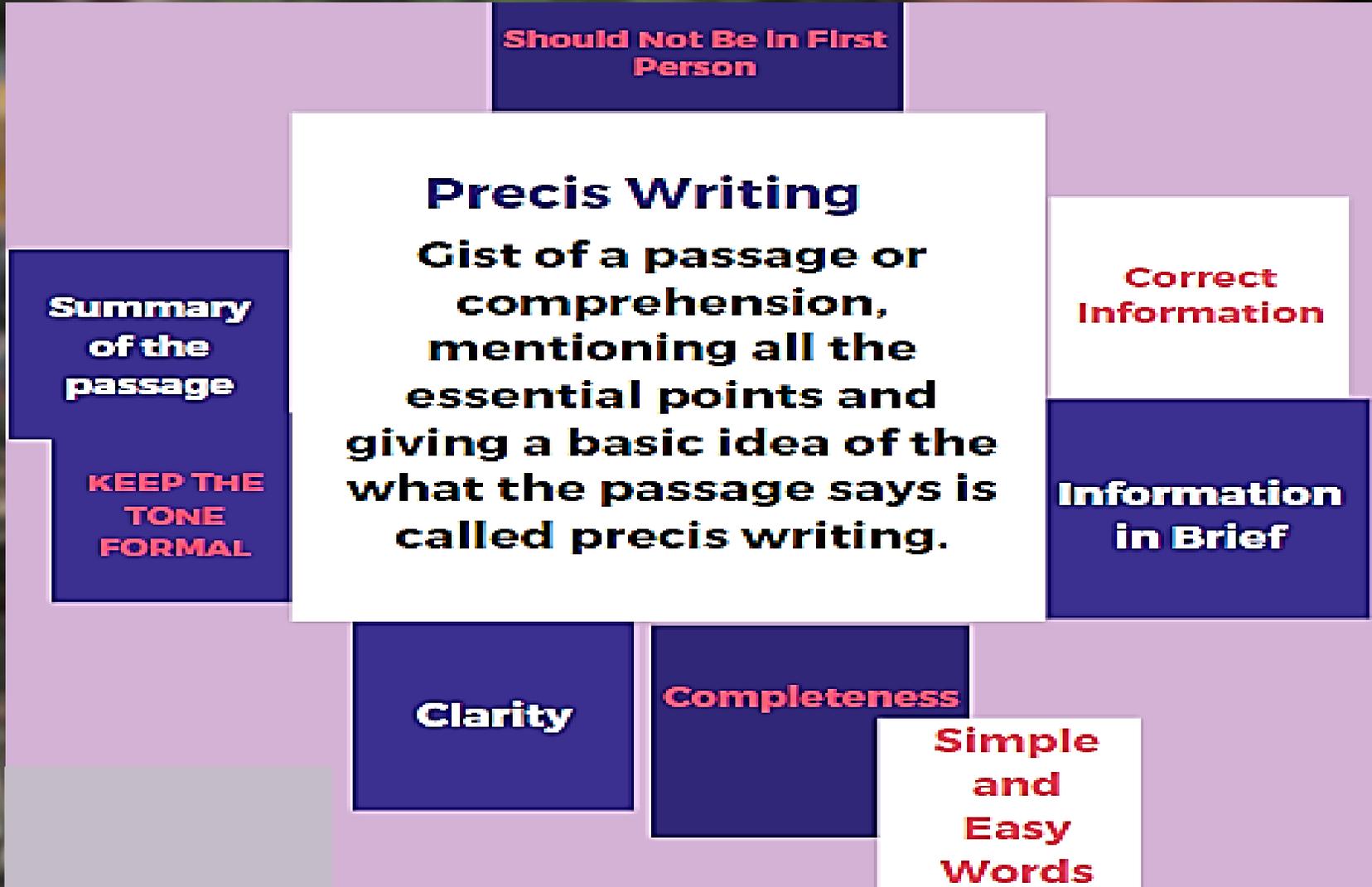
### Summary

- a brief statement that covers the main points of a text
- discusses the main events in general

vs.

### Precis

- have a title and be 1/3 of the total words in the original passage
- focuses on every detail and analyzes a particular situation



## **Rules of Precis Writing**

To avoid making any errors in writing a precis, follow a set of rules as mentioned below:

- ❖ Read the comprehension carefully
- ❖ Note down the important points
- ❖ Make a rough draft of the precis
- ❖ Make use of simple and precise language, as much as possible
- ❖ Draft the final precis once all the points have been included

## Important Features of a Good Precis

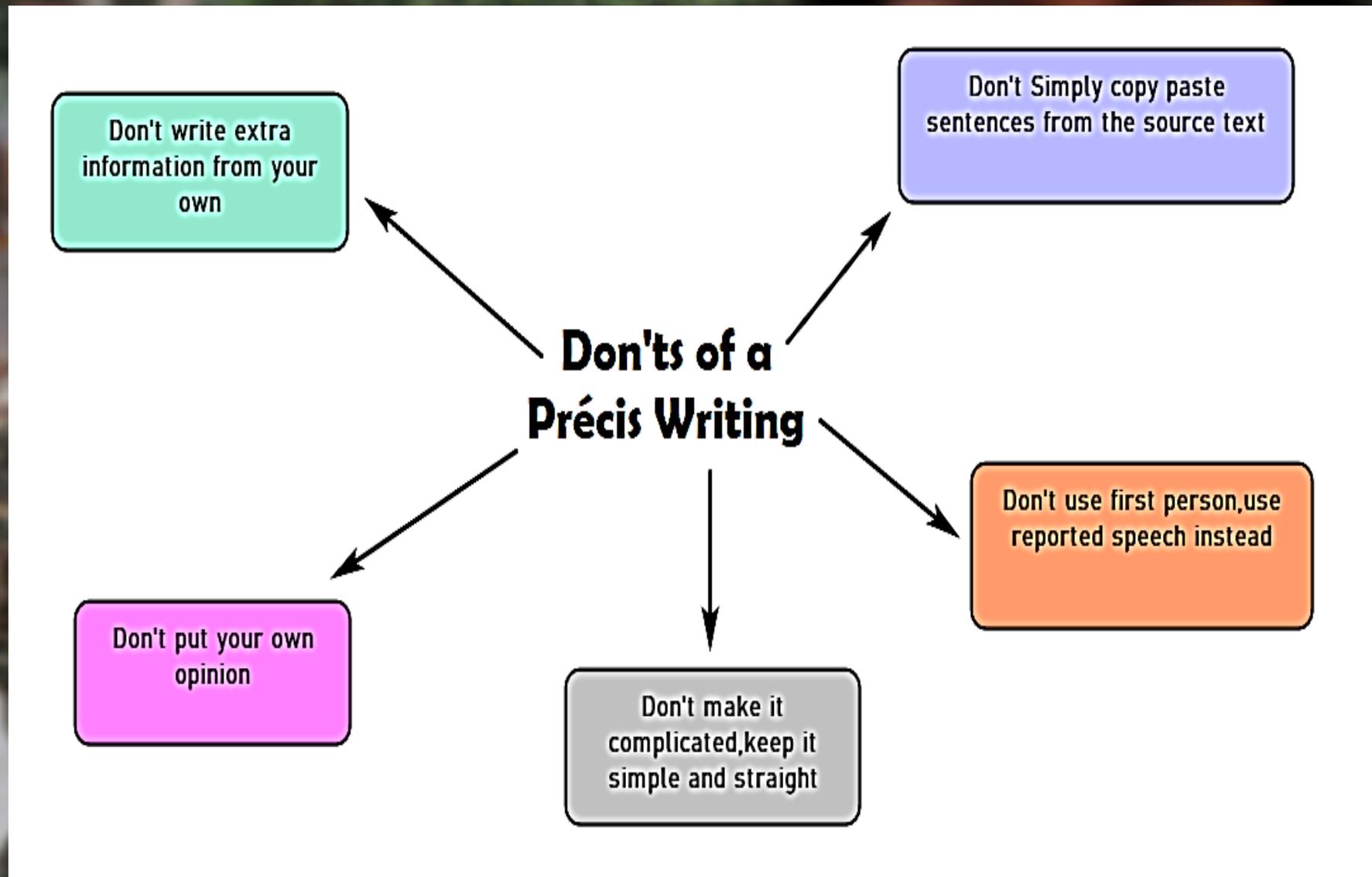


- ❖ **Length of the Precis:** Do not write a lengthy precis. In most cases, the number of words must be almost one-third of the word count of the passage or comprehension.
- ❖ **It should be convenient to read:** Make sure that the precis you write does not have too complex a vocabulary or is too complicated to understand.
- ❖ **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.
- ❖ **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 And Don'ts Of Writing Precis**

- Write original content including all the essential details
- Brief the same information
- Follow the same order as used in the article
- Use simple vocabulary
- Don't copy sentences from the original
- Don't mention any additional information
- Don't address to wrong facts and figures
- Don't write in the first person.



## Features of a good precise

- ▶ Is marked by clarity and precision
- ▶ It must have a title
- ▶ It should be written in reported speech
- ▶ It must have a certain logical order
- ▶ It must contain linking words such as so, therefore, and, because and so on
- ▶ Must not contain any detail not found in the originals

- ❖ 2-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 invited to live in them. In this manner, a little township sprang up in the lovely wood. (136 words)

❖ Title – A forest turns into a town

❖ A man gave up all worldly things and went to live in a block of lovely wood. Rats troubled him. So he kept a cat. To feed the cat he kept a cow. Then came one by one a cowboy, a maid, and her companions. They needed houses to live in. Thus the forest turned into a town. (58 words)

❖ Buying things, today is so simple. Just enter a shop, say a bookstore, choose the desired book and pay for it. Long ago, before the invention of money, how did people trade? The primitive way of exchange was the barter trade. In this form of transaction, people used goods to exchange for the things that they needed or had in mind. For instance, if person A wanted a book and had a goat to spare, he had to look for someone, say person B, who would have a spare book of person A's choice and also be in need of a goat. However, having found such a person would not solve the problem. A big goat may not be worth only one book, hence person B might have to offer person A something else, say five chickens, However, he would run the risk of person A rejecting the offer as he might not need the chickens and so on. The above example, thus, clearly illustrates the inefficiency of barter trading.

❖ Many years later, the cumbersome barter trade finally gave way to the monetary form of exchange when the idea of money was introduced. In the early days, almost anything could qualify as money: beads, shells and even fishing hooks. Then, in a region near Turkey, gold coins were used as money. In the beginning, each coin had a different denomination. It was only later, in about 700 BC, that Gyges, the king of Lydia, standardised the value of each coin and even printed his name on the coins.

❖ Monetary means of transactions, at first, beat the traditional barter trade. However, as time went by, carrying a ponderous of coins for shopping not only appeared troublesome but also attracted thieves. Hence, the Greek and Roman traders, who bought goods from people in faraway cities, invented cheques to solve the problem. Not only were paper cheques easy to carry around, but they also discouraged robbery as these cheques could only be used by the person whose name was specified on it. Following this idea, banks later issued notes in exchange for gold deposited with them. These banknotes could then be used as cash. Finally, governments of today adopted the same idea and began to print paper money, backed by gold for the country's use.

❖ SOLUTION

❖ Long ago, people bought things through barter or exchange of goods. However, the difficulty in having to look for the right person and also in assessing the worth of goods led people to switch to a monetary transaction. Gold coins with irregular denominations were first used for trade near Turkey. Later, King Gyges standardized the individual coin value. However, people soon found that carrying coins was troublesome and attracted thieves. Hence, merchants started to issue cheques bearing the names of the specific users to authorize the person who could encash it and thereby discourage robbery. Following the idea, today government print paper money backed by gold reserves for the country use.

- ❖ 3-The noblest deeds that have been done on earth have not been done for gold. It was not for the sake of gold that Lord Jesus came down and died on the cross. The Spartans looked for no reward where they fought and died at Thermopylae. Socrates the wise asked for no pay from his countrymen but lived poor and barefooted all his days only caring to make them good and noble. And there are heroes even in our own days also who do noble deeds but not for gold.
- ❖ Our discoverers did not go to make themselves rich when they sailed out one after another into the dreary frozen seas: nor did the ladies who went out to drudge in hospital of the East make themselves poor that they might be rich in noble work. (136 words)

- ❖ **Title – Money should not be the goal of life**
- ❖ **It is not for money that the noblest deeds have been done by great men. Jesus, Socrates, the Spartans, the explorers, and the nurses in hospitals served mankind purely for the sake of service. (34 words)**

- ❖ 4- Nelson, as a child, was not of a strong body. Yet he gave proof of that resolute heart and nobleness of mind which during the whole of his glorious career so eminently distinguished him. One day he strayed from his grandmother's house in the company of a cowboy. The dinner hour passed; he was absent and could not be found. The alarm of the family became very great, for they feared that he might have been carried off by the gypsies.
- ❖ At length after a long search, he was discovered sitting composedly by the side of a brook which he could not get over. "I wonder, child," said the old lady, when she saw him, "That hunger and fear did not drive you home", Fear! grandmamma," replied the future hero," I never saw fear; what is it?" (137 words)

❖ Title – Nelson the fearless boy

❖ Nelson gave proof of his fearless even in his childhood. One day he strayed away from his grandmother's house and did not return even at dinner time. At last, he was found sitting by a brook. To his grandmother's wonder how even hunger and fear could not drive him home, he said he had never seen fear and did not know either what it was.  
(65 words)

- ❖ 5- From the moment we are born, we can not live alone; we stand in continual need of assistance of all around us, for body and soul and spirit; we need clothes which other men make; houses, which other men build, food, which other men produce; we have to get our livelihood by working for others, while others get their livelihood in return by working for us.
- ❖ As children we need our parents to be our comforters, and to take care of others: we can not exist a day without our fellowmen; we require teachers to educate us: books and masters to teach our trade; and when we have learned it and settled ourselves in life, we require laws made by other men who died hundreds of years before we were born, to secure to us our rights and properties, to secure to our comforts in our station; and we need friends to comfort us in sorrow and to share our joy. (161 words)

❖ **Title – One can not live alone**

❖ **We cannot live alone in this world. We need the help of a host of people- the farmers for food, the weaver for cloth, the mason for houses; for consolation in sorrow, teachers for education, lawyers for property, and above all, parents to bring up in our childhood. (47 words)**

- ❖ 6-One night a holy man, Abu Ben Adhem by name, suddenly woke up from a deep dream of peace and saw in his moonlit room an angel writing something in a book of gold. He did not feel at all frightened. The peaceful face of the angel made Abu bold and he said to the angel, “What are you writing?” The angel looked up and replied in a kind and sweet tone, “I am taking down the names of those who love God.” “And is my name one among them?” Asked Abu. But the angel replied, ” No, it is not.” “I pray thee then,” said Abu, “To write me down as one who loves his fellowmen.”
- ❖ The Angel wrote and vanished. The next night the angel came again with a great light which awaked Abu Ben Adhem: and he showed Abu the names of those who had been blessed by the love of God. And behold! the name of Abu was at-the top of the list. (166 words)

❖ Title – To love men is the best way to love God

❖ One night Abu Ben Adhem was sleeping in his room. An angel came there and wrote down the names of the lovers of God. But Abu's name was not there. At Abu's request, the angel wrote his name as a lover of man. The next night it was seen that Abu's name headed the list of the lovers of God. (60 words)

- ❖ 7-We call anything beautiful that gives us pleasure, and that depends as much upon ourselves as upon what is outside us. Perhaps the majority of people find the sea beautiful when it is blue. If someone has lived in Italy as a child and has to live beside the grey northern seas when he is grown up, he will think that the grey seas are ugly: and that nothing can be so beautiful as the blue Mediterranean. But suppose a Scotsman who loves Scotland has to go and live in Italy. He might find the blue sea after a little while very uninteresting. Only when he went home and saw the grey sea again would he find the sea beautiful.
- ❖ We are made in different ways, and grey may be just as beautiful as blue, just as the cry of a baby may be found sweeter in someone's ears than the finest note of the finest singer that ever lived. Nothing is beautiful or ugly in itself, but thinking makes it so. (172 words)

❖ **Title – Test of Beauty**

- ❖ **Nothing in this world is beautiful or ugly in itself. Things appear beautiful or ugly according to the idea of the beauty of ourselves. The same thing may appear different to people brought up in different environments. Generally, speaking the majority of people consider a thing beautiful that gives pleasure. But this depends on our outlook. (56 words)**

- ❖ **8-Man first appeared on earth half a million years ago. Then he was little more than an animal. Even so, early man had certain advantages over the animals. He had a large brain, he had an upright body with quick-moving hands. He invented a language to communicate with his fellow men.**
- ❖ **This ability to speak was of supreme value because it allowed men to share ideas and to plan together: speech has enabled ideas to be passed on from generation to generation. These special advantages put men far ahead of all other living creatures. Since those far-off times, when he first made his appearance, man has achieved a great deal. (110 words)**

❖ **Title – How Man Makes Himself**

❖ **From his first animal-like existence man developed with the help of a big brain and quick-moving hands and the invention of language and speech. He achieved much by communicating with others and passing on knowledge to posterity. (37 words)**

- ❖ 9- Charity is a universal duty, which it is in every man's powers sometimes to practice, since every degree of assistance given to another on proper motives, is an act of charity; and there is scarcely any man in such a state of weakness that he may not on some occasion benefit his neighbor. He that can not relieve the poor may instruct the ignorant, and he that can not attend the sick may reclaim the vicious.
- ❖ He that can give little assistance himself may yet perform the duty of charity by inflaming the ardor of others and recommending the petitions which he can not grant, to those who have more power to bestow. The widow that shall give her mite to the treasury, and the poor man who shall bring to the thirsty a cup of cold water, shall not lose their reward. (143 words)

❖ **Title – Universal Aspect of Charity**

❖ **Charity, being universal duty, must be practiced by all and everyone can practice it easily according to his capacity. Apart from money, any help in words or action like nursing, teaching, or reforming the vicious is charity. Failing to do anything personally one may influence others even.**

**(47 words)**

- ❖ 10- Religion is based I think, primarily and mainly on fear. It is partly the terror of the unknown and partly the wish to feel that you have a kind of elder brother who will stand by in all your troubles and disputes. Fear is the basis of the whole thing- fear of the mysterious, fear of defeat, fear of death. Fear is the parent of cruelty and therefore, it is no wonder if cruelty and religion go hand in hand.
- ❖ It is because fear is at the basis of those two things in this world we can now be a little to understand things and to master them with the help of Science, which has forced its ways steps by step against Christian religion: against the churches, and against the opposition of all the old precepts. Science can help us to get over this grave fear in which mankind has lived for so many generations. Science can teach us no longer to invent allies in the sky, but rather to look to our own efforts here below to make this world a fit place to live in. (186 words)

❖ **Title – Science Versus Religion**

- ❖ **Fear of the unknown and the wish to get help from other sources in his distress led men to put faith in Religion. Science has made man independent of all this. With the help of Science man has got over the fears of unseen powers. As a result, Science is thus undermining the awe and fear of Christianity and the power of the churches. (64 words)**

- ❖ Mankind in general is not sufficiently acquainted with the import of the word justice. It is commonly believed to consist only in a performance of those duties which the laws of society can oblige. This, I allow is sometimes the import of this word, and in this sense, justice is distinguished from equity. But there is justice still more extensive, and which can be shown to embrace all the virtues united. Justice may be defined to be that virtue that impels us to give to every person what is his due.
- ❖ In this extended sense of the word, it comprehends the practice of every virtue which reason prescribes or society should expect. Our duty to our maker, to each other, and to ourselves are fully answered if we give them what we owe them. Thus justice, properly speaking, is the only virtue, all the rest have their origin in it. (150 words)

❖ **Title – Meaning of Justice**

- ❖ **Justice, as commonly understood, means performing the duties approved by society and in this sense, it differs from equity. But justice in the broadest sense implies the virtue of giving everyone one's due. This includes one's duty to God and to society as also all other virtues. (47 words)**