

A good **précis template** follows the original text's logical flow while reducing it to its essential ideas. Here are templates for different skill levels.

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### General Précis Writing Template

#### Introduction

- **[Author's Name]** argues/explains/discusses **[main topic]** and emphasizes **[central idea]**.

#### Body

- The author explains that **[key point 1]**.
- Furthermore, **[key point 2]**.
- Finally, **[key point 3 or conclusion]**.

#### Conclusion

- Overall, the passage concludes that **[main message or takeaway]**.
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### One-Paragraph Précis Template

**[Author]** argues that **[main idea]**. The passage explains **[key point 1]**, followed by **[key point 2]**. It concludes that **[final point or implication]**, emphasizing **[overall message]**.

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### Four-Step Précis Template (Academic)

#### 1. Identify the Main Idea

The passage is about:

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#### 2. Summarize the Supporting Points

- Key Point 1:
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- Key Point 2:
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- Key Point 3:
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### 3. Write the Précis

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### 4. Check Your Work

- Uses your own words
- Includes only essential ideas
- Preserves the original meaning and tone
- Is about one-third the length of the original
- Omits examples and unnecessary details

### Sentence Starter Template

- The author discusses...
- The passage explains...
- The author argues that...
- According to the passage...
- Furthermore,...
- In addition,...
- Finally,...
- Overall, the author concludes that...

### Fill-in-the-Blank Précis Template

Section	Template
Opening	The author ( <b>argues/explains/describes</b> ) that _____.
Main Point 1	First, the passage explains _____.
Main Point 2	It further emphasizes _____.
Main Point 3	Finally, the author concludes that _____.
Closing	Overall, the passage highlights _____.

### Précis Writing Formula

**Main Idea → Key Supporting Points → Conclusion**

**Précis = Main Idea + Essential Supporting Details + Final Message**

**Example Formula**

**Original**

The internet has transformed education by providing instant access to information, enabling online learning, and improving collaboration among students worldwide.

**Précis**

The author explains that the internet has improved education by increasing access to knowledge, supporting online learning, and enhancing global collaboration.

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**Précis Writing Checklist**

- Keep the original meaning intact.
- Write in your own words.
- Include only the main ideas.
- Follow the original order of ideas.
- Avoid personal opinions.
- Exclude examples, statistics, and repetition unless they are essential.
- Aim for about one-third of the original length.

This template works well for school, college, competitive exams, and academic writing where concise, accurate summaries are required.



College Essay