

CHECKLIST FOR PRÉCIS

1. ACCURACY

- _____ a. The intent of the original is not altered.
- _____ b. the writer has assumed the author's voice.
- _____ c. Main ideas are arranged as the author arranged them.

2. COMPLETENESS

- _____ a. Nothing essential is omitted.

3. CLARITY

- _____ a. The summary is understandable.
- _____ b. Transitions are made so that the whole is coherent and unified.

4. BREVITY

- _____ a. Writer has reduced the material to 1/3 or less of the original length.