



Isra University  
Faculty of Arts  
Department of English and Translation  
2015/2016

### Course Plan

**Course Title:** Précis

**Section No.:** 2

**Course No.:**102211 -108211

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**Instructor:** Majed Hamdan

**Semester:** First

**Office Hours:**10:00-11:00 &  
12:00-1:00

### Course Description & Objective:

The student learns and practices how to summarize a variety of text in clear concise language that preserves the essence and flavor of the original texts. This course aims to provide the student with the necessary skills which enables him to produce a narrative as concise and continuous as possible of the principle facts contained in the original passage.

### Main Textbooks:

Alexander, L. G. (1970). Sixty Steps Précis: A New Approach to Summary-Writing for Overseas Students (2<sup>nd</sup> Edition). Hong Kong: Longman Group.

### Supporting books & periodicals:

Saran, T. (1995). Précis Writing and Drafting. Delhi: S. Chand & Company LTD.

Week	Dates	Ch. & PP.	Remarks
First	18-22/10/2015	What is a précis? How to write a précis?	
Second	25-29/10/2015	Model exercises P.2	
Third	1-5/11/2015	Passage (1) p.8	
Fourth	8-12/11/2015	Passage (2) p.10	
Fifth	15-19/11/2015	Passage (3) p.12	
Sixth	22-11 up to 6-12/2015	- Passage (4) p.14	The first Exam
Seventh		- Passage (5) p.15	
Eighth		- Passage (6) p.18	
Ninth	13-17/12/2015	Passage (7) p.20	
Tenth	20-24/12/2015	Passage (8) p.22	
Eleventh	27-12-2015 up to 10-1-2016	- Passage (9) p.24	The second Exam
Twelfth		- Passage (10) p.26	
Thirteenth		- Passage (11) p.28	
Fourteenth	17-21/1/2016	Passage (12) p.30	
Fifteenth	24-28/1/2016	Passage (13) p.32	
Sixteenth	31-1 up to 11-2-2016	Passage (14) p.34	The Final Exam

**Tests & Evaluation:**

First Exam (25%)

Second Exam (25%)

Participation & Assignments (10%)

Final Exam (40%)