

**AN INTRODUCTION
TO THE WRITING OF
PRECIS OR DIGESTS**

Published @ 2017 Trieste Publishing Pty Ltd

ISBN 9780649487233

An Introduction to the Writing of Precis or Digests by John Hunter

Except for use in any review, the reproduction or utilisation of this work in whole or in part in any form by any electronic, mechanical or other means, now known or hereafter invented, including xerography, photocopying and recording, or in any information storage or retrieval system, is forbidden without the permission of the publisher, Trieste Publishing Pty Ltd, PO Box 1576 Collingwood, Victoria 3066 Australia.

All rights reserved.

Edited by Trieste Publishing Pty Ltd.
Cover @ 2017

This book is sold subject to the condition that it shall not, by way of trade or otherwise, be lent, re-sold, hired out, or otherwise circulated without the publisher's prior consent in any form or binding or cover other than that in which it is published and without a similar condition including this condition being imposed on the subsequent purchaser.

www.triestepublishing.com

JOHN HUNTER

**AN INTRODUCTION
TO THE WRITING OF
PRECIS OR DIGESTS**

THE
ART OF WRITING
PRÉCIS OR DIGESTS

Civil Service Examinations.

AN

INTRODUCTION TO THE WRITING

OF

PRÉCIS OR DIGESTS,

AS APPLICABLE TO NARRATIVES OF FACTS
OR HISTORICAL EVENTS, CORRESPONDENCE, OFFICIAL
DOCUMENTS, AND GENERAL COMPOSITION;

With numerous Examples and Exercises.

*Adapted for Use in Schools as well as for Private Study, and specially designed to
facilitate preparation for the Civil Service Examinations.*

BY THE

REV. JOHN HUNTER, M.A.

Instructor of Candidates for the Military and Civil Service Examinations.
Editor of Shakspeare's 'Henry VIII.' and Johnson's 'Rasselas.'
Author of numerous Educational Treatises.



FOURTH EDITION, REVISED AND ENLARGED.

LONDON:

LONGMAN, GREEN, LONGMAN, ROBERTS, & GREEN.

1864.

302. g. 52.

LONDON
PRINTED BY SPOTTISWOODE AND CO.
NEW-STREET SQUARE

PREFACE.

WHILE the art of Précis-Writing must recommend itself especially to the attentive study of candidates for impending examination by the Civil Service Commissioners, it is highly desirable that such study should begin several months before examination, to allow due time for acquiring that knowledge of principles and amount of practical experience, on which depends a good capacity for analysing, and condensing into a small compass, a subject the matter of which is spread through many lines, sentences, or documents.

Such knowledge and experience, indeed, should be begun to be acquired at school, in connection with the study of grammatical analysis; for the art of abridgment is very greatly facilitated by acquaintance with the logical structure of sentences, and is a branch of composition of great general utility, and not merely requisite for such as seek to qualify themselves for employment in any of those departments of the public service where abstracts and précis are exacted forms of business.

We have endeavoured, therefore, to make the present treatise suitable for use in schools, by employing the convenient aid of grammatical science, in illustration of the principles upon which discourse may be easily and properly condensed. But, at the same time, we have given the grammatical explanations in such form, that they may without much difficulty be appreciated by those candidates for public examination, who may have previously given little attention to the study of systematic grammar.

ADVERTISEMENT

TO THE

FOURTH EDITION.

IN this Edition a new Chapter has been added, to exemplify and explain that kind of précis which from a series of letters derives a continued narrative of the correspondence. This is the form now generally required of Candidates at the Civil Service Examinations, and the student is therefore recommended to give chief attention to the concluding chapter, and to procure for himself, as a means of further practice in such précis-writing, one or two Parliamentary Papers similar to those given in that chapter.

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

