Similarly, a Précis is a shortening or summary of the text of a longer written work. It can be longer and more versatile than an abstract, sometimes including rhetorical analysis or argument. Unlike an abstract, a precis is usually separate from the work it summarizes.

- **Organizing the Abstract**

Your task in writing an abstract or précis is to make a reduction of the original with the least possible distortion. Include all the important information from each portion of the original:

1. **The background/context.**
   - Name the subject or topic clearly.
2. **The problem/objective/aim of the article.**
   - State the hypothesis or argument directly, including a claim for the significance of the study.
3. **The methods or theoretical framework.** Keep this brief—one sentence or two.
4. **The most important results or findings.** Include the most important evidence supporting your argument or answering your research question.
5. **Conclusion/discussion.**

*Keep in mind while writing an Abstract or Précis:*

1. **Accuracy.** Be sure that your summary faithfully represents the article. Choosing the wrong details can give the wrong impression—so be sure to choose the right details.

2. **Keep it self-contained.** Your abstract should be understandable by itself. Keep in mind that many readers will only read the abstract, without reading the whole article.
   - Be sure you’re summarizing, not introducing the article. An abstract must be a self-contained miniature of the article, not an introduction.

3. **Language.** Although you need to concentrate on essentials, avoid short, choppy sentences. An abstract should sound as scholarly and sophisticated as its original source.
   - Most abstracts are written in present tense (“This study finds”) or past tense (“We interviewed subjects”).
   - Stay away from the future tense (“We will study”) or uncertain language (“This study hopes to find”).
   - Avoid quotes, citations, and abbreviations in an abstract.

4. **Key words.** Include four or five key words that represent your topic and that someone might include in a search.