

**Reading comprehension and précis writing are essential skills that involve understanding a passage, extracting key information, and summarizing it concisely. Here are some tips for each:**

**Reading Comprehension: فهم القراءة:**

**1. Preview the Passage: إستعراض النص**

**- Before diving in, quickly scan the passage to get a sense of the main ideas, structure, and tone.**

**2. Active Reading: القراءة الفعالة**

**- Engage with the text actively. Ask yourself questions as you read to stay focused on the material.**

**3. Identify Main Ideas: تحديد الأفكار الرئيسية**

**- Determine the main ideas and supporting details. Look for topic sentences, headings, and repeated themes.**

**4. Underline or Highlight: تحديد بالتسطير تحته**

**- Mark key points, relevant details, and important examples. This can help you later when reviewing or summarizing.**

**5. Context Clues: دلائل السياق**

**- Use context to understand the meaning of unfamiliar words. Pay attention to how words are used in the sentences.**

## 6. Practice Inference: ممارسة الإستدلال

- Infer meaning from the text. Sometimes, the author may not explicitly state a point, but you can draw conclusions based on the information provided.

## 7. Summarize Paragraphs: تلخيص الفقرات

- After reading each paragraph, briefly summarize the main idea. This reinforces understanding and helps with retention.

## 8. Revisit the Passage: إعادة قراءة النص

- If you encounter difficulties, go back and re-read sections. Sometimes, the overall meaning becomes clearer after reading further.

## Précis Writing: كتابة الخلاصة

### 1. Understand the Purpose: فهم الهدف

- Précis writing involves summarizing a passage while retaining its essential meaning. Understand why the original text was written.

### 2. Identify Key Ideas: تحديد الأفكار الرئيسية

- Highlight the main ideas and supporting points. Avoid including minor details.

### 3. Determine Tone and Style: تحديد اللهجة والأسلوب

- Consider the tone of the original passage. Is it formal, informal, objective, or subjective? Your précis should reflect the same tone.

**4. Write in Your Own Words:** الكتابة بكلماتك الخاصة:

- Avoid copying sentences directly. Express the ideas in your own words while maintaining the original meaning.

**5. Maintain Clarity:** الحفاظ على الوضوح:

- Your précis should be clear and concise. Remove unnecessary details without losing the essence of the passage.

**6. Check Length:** فحص الطول:

- Précis usually condenses a passage to one-third or one-fourth of its original length. Ensure you're not making it too long or too short.

**7. Review for Accuracy:** مراجعة الدقة:

- Verify that your précis accurately represents the main ideas of the passage. Check for any potential misinterpretations.

**8. Edit and Revise:** التحرير والمراجعة:

- After writing your précis, review and revise for clarity, coherence, and correctness.

**Remember to practice regularly to improve these skills. You can find various passages online or in books to enhance your reading comprehension and précis writing abilities.**

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