

Passage.

An important part of management is the making of rules. As a means of regulating the functioning of an organisation so that most routine matters are resolved without referring each issue to the manager they are an essential contribution to efficiency. The mere presence of carefully considered rules has the double-edged advantage of enabling workers to know how far they can go, what is expected of them and what channels of action to adopt on the one side, and, on the other, of preventing the management from behaving in a capricious manner. The body of rules fixed by the company for itself acts as its constitution, which is binding both on employees and employers, however, it must be remembered that rules are made for people, not people for rules. If conditions and needs change rules ought to change with them. Nothing is sadder than the mindless application of rules which are out-date and irrelevant. An organisation suffers from mediocrity if it is too rule-bound. People working in will do the minimum possible. It is called "working to rule or just doing enough to ensure that rules are not broken. But this really represents the lowest level of the employer/employee relationship and an organisation afflicted by this is in an unhappy condition indeed. Another important point in rule-making is to ensure that they are rules which can be followed. Some rules are so absurd that although everyone pays lip-service to them, no one really bothers to follow them. Often the management knows this but can do nothing about it. The danger of this is, if a level of disrespect for one rule is created this might lead to an attitude of disrespect for all rules. One should take it for granted that nobody likes rules, nobody wants to be restricted by them, and, given a chance, riots people will try and break them. Rules which cannot be followed are not only pointless, they are actually damaging to the structure of the organization.

Final Draft

~~The Impacts of Rules on Organization~~
(Title with Marker)

One of the key works of management in an organization is to make rules

sentence is too long

which contributes to the productivity by regulating its operations smoothly. These

rules serve as a manual for employees.

However, the rules should not be too

rigid because such rigid rules negatively

no sense or meaning of this part

as this limits employees' creativity.

Furthermore, rules should not be idealistic

because it will be difficult for employees

to follow. This will lead to breaking

them. And rule breaking will become

too often in the organization which

will negatively affect it.

main idea is picked but the expression is weak

need improvement in clarity of precise be simple and to the point

over all precise is average alot of room for improvement 6/20

Passage : 319

Précis : 101