

~~Title:~~

Rules Should be Resilient

Rules are crucial for effective management of an organization. They guide workers regarding their duties and domains while on other hand restrict management from being capricious. Rules are like a constitution of an organization, both employers and workers are bound to follow them. Rules should be innovated according to demands and should be abide by all. Moreover, the application of strict rules affects not only working of an organization but also relationships of workers and employers. Therefore, rules should be applicable to avoid any dissension among workers. ~~one should consider~~ ^{or} that when strict rules imposed on workers, they try to contravene them which results in structural instability of an organization.

main idea picked and discussed
replace the circled words
over all content is acceptable but need improvement in expression

7/20

words in main passage: 337
words in Precis: 101

ADDITIONAL PRÉCIS EXERCISES

PRECIS EXERCISE 1

Q.2: Make a précis of the following passage and suggest a suitable title.

An important part of management is the making of rules. As a means of regulating the functioning of an organization 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 Nothing is sadder than the mindless application of rules, which are outdated and irrelevant. An organization 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 organization 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, most 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. / 37

(CSS 1981)

PRECIS EXERCISE 2

Answer 1:

Globalization is a process by which different countries share their products and technology with other countries. It leads to integration of economies of developing and developed countries. Moreover, cultural and political bonds develop between people of different countries.

Answer 2:

ans is in a single sentence
single sent ans is incorrect format
too short

Electronic mass communication is an information technology through which people from far off places can share their ideas, products with each other virtually.

Answer 3:

The term third world denote the countries or nations who are still developing and economically dependent on the bigger economic powers of the world.

Answer 4:

Privatization is a process in which government owned business, ~~and~~ ^{and} institutes are ~~given~~ ^{given to??} ~~to~~ ^{Sold} private owners for the economic gains.

~~and~~ The economically unstable ~~countries~~ ^{countries} do privatization.
~~too short~~

Answer 5:

Liberalism refers to free market economy and private ownership of means of production with minimal government intervention. Opening economies to outside world and minimizing the role of public sector and downsizing of uneconomic labour to reduce fiscal deficit is called ~~liberalism~~ ^{liberalism}.

ans are too short and
 single sentence ans is not accepted
 need improvement
 attend to pointed out mistakes
 6/20

Comprehension 3: CSS 2020

Q. Read the following passage and answer the questions given at the end: (20)

Globalization is viewed by its proponents as a process of cementing economic, cultural and political bonds between peoples of different countries of the world. One may regard it as a process by which they are welded into a single world society, to be termed as global society. It means internationalization of production and labour leading to integration of economies of developing and developed countries into global economy. To quote Rosabeth M Kanter, "The world is becoming a global shopping mall in which ideas and products are available everywhere at the same time."

Globalization is a natural outcome of computer networking and electronic mass communication. Information technology has made it possible for nations of the world to contact one another beyond their national borders. Besides, globalization is also promoted through the growth and proliferation of multinational companies and corporations that operate as transporter networks. Anyhow the flow of capital technology and labour across the borders of countries has accentuated the process of globalization.

Deregulation, liberalism and privatization being assiduously pursued in the developing countries are some other manifestations of globalization. These countries are opening their economies to follow these trends. The size of the public sector is shrinking for the private sector to assume an increasingly important role in the economic development of the Third World countries. The downsizing of the public sector is in line with the spirit of market economy. This is suggested as a measure to cover up their fiscal deficit.

Questions:

(4 marks each)

1. Define globalization.
2. What is electronic mass communication?
3. What does the term Third World denote?
4. What is privatization?

5. Explain 'liberalism' in the above context.

Answers:

1. **Globalization** is a process of economic integration, political relations and cultural exchanges at global level. In economic terms, globalization is internationalization of production and free movement of labour leading to integration.