

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 Nothing is sadder than the mindless application of rules which are outdated and irrelevant.]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

English (Grammar & Composition)

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.)

(CSS 1981)

~~Titles~~

Rules- an essential part of organization.

Rules are essential for the effective management and functioning of organization. Rules enable the workers to know how to take actions and behave in organization.

~~They~~ are made for people by an organization.

An organization turns into ordinary place if it follows the old and irrelevant rules. People

working to rule just to make sure that no one breaks the rule is lowest level of employer-employee relationship. Some rules are taken for-granted by people. If one rule is

no sense of this sentence

no sense of this sentence

Date: _____

Day: _____

broken then it might be possible, people will show ~~disrespect~~ towards other rules. Rules which are not followed by people ~~are~~ badly ~~effecting~~ the organization.

(104/110)?

main idea is picked but there are words and sentences picked from the main passage

write in your own words and expression
word count in a sentence form this is not maths
over all not satisfactory

0/20

need alot of improvement