

FEDERAL PUBLIC SERVICE COMMISSION
COMPETITIVE EXAMINATION FOR
RECRUITMENT TO POSTS IN BPS-17 UNDER
THE FEDERAL GOVERNMENT, 2008

ENGLISH (Précis & Composition)

TIME ALLOWED: 3 HOURS.....Maximum Marks: 100

Q.1. Write a précis of the following passage in about 100 words and suggest the title: (20+5)

Objectives pursued by organizations should be directed to the satisfaction of demands resulting from the wants of mankind. Therefore, the determination of appropriate objectives for organized activity must be preceded by an effort to determine precisely what their wants are. Industrial organizations conduct market studies to learn what consumer goods should be produced. City Commissions make surveys to ascertain what civic projects would be of most benefit. Highway Commissions conduct traffic counts to learn what constructive programmes should be undertaken. Organizations come into being as a means for creating and exchanging utility. Their success is dependent upon the appropriateness of the series of acts contributed to the system. The majority of these acts is purposeful, that is, they are directed to the accomplishment of some objectives. These acts are physical in nature and find purposeful employment in the alteration of the physical environment. As a result utility is created, which, through the process of distribution, makes it possible for the cooperative system to endure.

Before the Industrial Revolution most cooperative activity was accomplished in small owner managed enterprises, usually with a single decision maker and simple organizational objectives. Increased technology and the growth of industrial organization made necessary the establishment of a hierarchy of objectives. This in turn, required a division of the management function until today a hierarchy of decision makers exists in most organizations.

The effective pursuit of appropriate objectives contributes directly to organizational efficiency. As used here, efficiency is a measure of the want satisfying power of the cooperative system as a whole. Thus efficiency is the summation of utilities received from the organization divided by the utilities given to the organization, as subjectively evaluated by each contributor.



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The functions of the management process is the delineation of organizational objectives and the coordination of activity towards the accomplishment of these objectives. The system of coordinated activities must be maintained so that each contributor, including the manager, gains more than he contributes.

Title needs improvement.

Precis Writing

Title: Hierarchy of an organizations.

Indent the paragraph.

Organizations should generate the ^PProducts as per the need of people. Industrialists should learn market disciplines to produce modern products. ~~For instance, city commission conduct surveys for civic projects. Highway commission for traffic rules.~~ These acts help organizations to create ^{efficient} physical environment ^{help} efficient. Furthermore, the industrial revolution increased technology, which pushed the organizations to create organizational hierarchy which is beneficial for ^{the} whole system. Thus, the maintained and coordinated system generates more ~~to~~ output than the input.

Actual words (322)

Precis words (75)

Do not include examples in precis. Just give their gist.

You didn't say anything about organizational objectives.