

PRÉCIS

324

110

Central Superior Services Examination (CSS) 1981

**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. //

**Remarks by Examiner**

**In main précis**

	Yes	No
1. Main idea is picked	<input type="checkbox"/>	<input type="checkbox"/>
2. Main aspect(s) of an idea is/are covered	<input type="checkbox"/>	<input type="checkbox"/>
3. Written in student's own language structure	<input type="checkbox"/>	<input type="checkbox"/>
4. Cohesion/rhythm/organization needs improvement	<input type="checkbox"/>	<input type="checkbox"/>
5. Spelling(s) mistakes are found	<input type="checkbox"/>	<input type="checkbox"/>
6. Need for improvement in grammar	<input type="checkbox"/>	<input type="checkbox"/>
7. Is length per Requirement?	<input type="checkbox"/>	<input type="checkbox"/>

**In Title**

	Yes	No
1. Title matches with précis/main idea	<input type="checkbox"/>	<input type="checkbox"/>
2. Language of title is weak/incorrect	<input type="checkbox"/>	<input type="checkbox"/>
3. Length of title as per standard	<input type="checkbox"/>	<input type="checkbox"/>

**Marks**

**Main Précis:**            /15      **Title:**            /5

**Remarks**

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Final Draft

## The Importance of Rules

The author ascribes that rules are the basic parts of an organization. They manage the organizations effectively. Rules assist the company and its workers to follow right pathways. They act like the constitution for owners and workers. Moreover, rules must be dynamic rather than static for the betterment of people. Irrelevant and out-date rules should not be applied on the individuals. Hence, out-dated rules fully impact the performance of the people. One should make such rules which might not be broken. Out-dated rules are always broken because they bother the individuals. If a person breaks one rule, it will lead to break others. Therefore, the breakage of rules destroys the structure of any organization.

(Total words 111)