

Q2. Write the precis of following passage and suggest a suitable title.

Effective time management is essential for achieving personal and professional goals. By organizing tasks, setting priorities, and avoiding procrastination individuals can enhance productivity and reduce stress. Time management techniques such as creating to-do lists and scheduling breaks, help in maintaining focus and balancing various responsibilities. Without proper time management, people may struggle with missed deadlines and increased pressure, impacting their overall efficiency and well-being.

[Total words = 65]

Precis :

Idea and grammar are generally ok.

Title : Importance of Time - Management

Indent the paragraph.

Proper time management is crucial for attaining individual and professional ~~function~~ goals. One can increase one's efficiency and concentration; balance different responsibilities, and can relax oneself through proper time-management techniques. One might become sick and less efficient or may feel burden without proper time-management.

[45 words.]



## COMPREHENSION EXERCISE 5

**Q.2. Read the following passage and answer the questions that follow: (20)**

Honesty is the surest way to success. The day at last comes when the dishonest man repents in sorrow and suffering. But no man ever needs to repent of having been honest. Even when the honest man fails through lacking other qualities such as energy, economy, or system, his failure is not the grievous thing it is to the dishonest man. He can always rejoice in the fact that he has never defrauded a fellow being. Even in his darkest hour, he finds repose in a clear conscience. Ignorant men imagine that dishonesty is a shortcut to prosperity. This is why they practice it. The dishonest man is morally short-sighted. He is like the drunkard who sees the immediate pleasure of his habit, but not the ultimate degradation. He sees the immediate effect of a dishonest act – a larger profit – but not its ultimate outcome. He does not see that an accumulated number of such acts must inevitably undermine his character, and ruin his business.



**Questions:**

1- Why do honest men even fail some times?

Ans: Honest men fail some times due to lack of energy, financial instability or the malfunctioning of system.

2- How does failure affect honest man?

Ans: Despite failing, honest men never repent their honest act. They can ever feel happy that they have never deceived anyone. Their failure is not that grievous thing as that of dishonest men.

3- Why is the dishonest man morally short-sighted?

Ans: The dishonest man is morally short-sighted because he sees the immediate advantage of dishonest act but never sees the adverse effects in the long run.

4- Why do some people practice dishonesty in their dealings?

Ans: People do dishonesty in their dealing because they think it is a short-cut to prosperity. They see the immediate benefit & a large



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profits but over-look the ultimate outcomes.

5- What is the ultimate effect of following a dishonest policy?

Ans:

⊕ The accumulated number of dishonest acts undermine his character and ruin his business.

⊖ At the end of the day the <sup>dishonest man</sup> repents in sorrow and suffering.