

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 Nothing is sadder than the mindless application of rules which are outdated and irrelevant.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

(CSS 1981)

PRECIS practice

Exercise - 1.

Title:

Rough draft

Rules are very important in management of an organization by regulating the functioning. That is why, big achievements are gained without relating each issue to manager. The pre-planned rules has productive effect on workers to know about their capacity and ability of their working. The rules made by Company act like a Constitution, have negative impact both on employees. Nothing is bad ~~for~~ than such rules which are irrelevant. There is lack of inspiration in organization with ensures lowest level of relationship btw employer and worker. The rules made by management are so cheap

Final Draft (Praxis)

Title: Rules are very important in management issue.

Title should preferably be a phrase, not a sentence.

Rules play very important part in management and functioning of an organization. With the help of rules, management of big matters are resolved without relating it to the manager. The pre-planned rules have double advantage to help the workers to know about their ability and capacity of doing work. (which company makes rule for their own will is out like constitution which are not effective to both employee and workers. Moreover, crucial point in rule making is to ensure that they are easy for everyone. Some rules are so impracticable such that no one is ready to follow them. The main issue is that if one rule is neglected by worker, so it leads to possible that he rejected all rules. Rules

as these

in knowing

Poor grammar and sentence structure here. Rewrite the sentence.

Moreover,

that they are

impracticable

leads

Education Success

which are not followed by workers are also useless but also have harsh impact on structure of organization.

Poor grammar and structure.
Improvement needed.

Reading Comprehension:-

Comprehension Exercise - 1:-

-: Q 1 :-

As we know, glacier is large, dense part of ice that found on land and consistently moving downward due to gravity.

You are allowed to submit only one question in one pdf. The remaining questions may be submitted in separate pdfs.

near cities or town and may be harmful for people that are living near it. Moreover in summer season these glacier melts and cause floods. Ice falling from glacier is hazardous for people that are walking below it.

-: Q 2 :-

The remote means, glaciers are found away from cities, town and homes. Some glaciers are found away from urban areas and some found near cities or town.

Teacher Feedback

-: Q 3:-

The passage explains that glaciers are found in Antarctica and greenlands but glaciers are found nearly on every continent. About 10% of our land area is covered with glaciers. Most glaciers are found away from urban towns but some also found near cities.

-: Q 4:-

Glacial ice often appears blue because ice absorb all other colors but reflect blue. That is why it appears blue rather than other color.

-: Q 5:-

Glaciers are a natural resource and contain 75% of the world's fresh-water. Most of glaciers are found in continent like Antarctica but glaciers are found in every continent. glacier ice appear blue because it absorb all colors but reflect blue. Those areas where there is problem of water so they use glacier's water for drinking and also irrigate crops by spreading snow over

Marks Percent % Grade Snow.

4. Man's understanding is ...
sensory organs.

5.

Words	Meaning
Protagonists	Hero, main character, supporter, adherent
Veracity	Truth, accuracy
Superfluous	Surplus, redundant
Repudiate	Reject, renounce, deny
Inadequate	Insufficient, deficient
Fathom	Understand, comprehend, work out
Non-Susceptible	Immune, immunized, protected

ADDITIONAL COMPREHENSION EXERCISES

COMPREHENSION EXERCISE 1

Q: Read the following passage and answer the questions that follow.

Glaciers consist of fallen snow that compresses over many years into large, thickened ice masses. Most of the world's glacial ice is found in Antarctica and Greenland, but glaciers are found on nearly every continent, even Africa. Presently, 10% of land area is covered with glaciers. Glacial ice often appears blue because ice absorbs all other colors but reflects blue. Almost 90% of an iceberg is below water, only about 10% shows above water. What makes glaciers unique is their ability to move. Due to sheer mass, glaciers flow like every slow rivers. Some glaciers are as small as football fields, whereas others grow to be over 100-kilometers long.

Within the past 750,000 years, scientists know that there have been eight Ice Age cycles, separated by warmer periods called *interglacial* periods. Currently, the earth is nearing the end of an interglacial, meaning that another Ice Age is due in a few thousand years. This is part of the normal climate variation cycle. Greenhouse warming may delay the onset of another glacial era, but scientists still have many questions to answer about climate change. Although glaciers change very slowly over long periods, they may provide important global climate change signals.

The girth of the ice, combined with gravity's influence, causes glaciers to flow very slowly, once a mass of compressed ice reaches a critical thickness of about 18 meters thick, it becomes so heavy that it begins to deform and move. Ice may flow down mountains and valleys, fan across plains, or spread out to sea. Movement along the underside of a glacier is slower than movement at the top due to the friction created as it slides along the ground's surface.

Most glaciers are found in remote mountainous area. However, some found near cities or towns present in danger to the people living nearby. On land, lakes formed on top of a glacier during the melt season may cause floods. At the narrow part of a valley glacier, ice falling from the glacier presents a hazard to hikers below. When ice breaks off over the ocean, an iceberg is formed.

Glaciers are a natural resource and contain 75% of the world's freshwater. People worldwide are trying to harness the power of these frozen streams. Some towns rely on glacial melting from a nearby ice cap to provide drinking water. Some farmers spread soil or ashes over snow to promote melting, hoping that the melting will provide water to irrigate crops in drought-stricken areas. Others have channeled meltwater from glaciers to their fields. Scientists and engineers have worked together to tap into glacial resources, using electricity that has been generated in part by damming glacial melt water.

(CSS MPT 2022)

Questions:

1. According to paragraph 4, what is a negative effect of living too close to a glacier?
2. The underlined word remote, as used in paragraph 4 of the passage, most nearly means?
3. The passage explains that glaciers can be found where?
4. According to the passage, why does glacial ice often appear blue?
5. After reading the passage, what can one conclude about glaciers?
6. After reading the passage, what can one infer about glaciers?

COMPREHENSION EXERCISE 2

Q. Read the paragraph and answer the questions that follow.

If you want to be a writer, you must learn to develop your own point of view. All good writers make us see things in a different light. You may be writing about the same thing as your classmates, but your presentation must reflect your personality and individuality. There are so many interesting subjects you can write about in different forms but here we will try to attempt writing short stories. There is a good market for the following types: the humorous stories, the adventurous stories, the domestic stories, the mysteries and stories related to animals and strange experiences. Don't worry if your story turns out to be short. Some of the best stories are quite short. Be very careful about the climax or end of the story. It must be what the reader fears, desires, expects or best of all doesn't expect. So, get down to it. Think of a plot-make points on how the story will progress and pen it down.

(CSS MPT Practice Paper)

Questions:

1. What is the most important thing about being a writer?
2. Why does the narrator advise the reader to write?
3. Which genre most of the people like to read?
4. What a successful writer's presentation must reflect?

COMPREHENSION EXERCISE 3

Q. Read the following passage and answer the questions that follow.

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 short-cut 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?