

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 Nothing is sadder than the mindless application of rules which are outdated and irrelevant.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 EXERCISE 2

Title: Management: Process of rule making

Precis: In Management system, rules making is ^a very essential part to ^{regulate} the organization. It gives double edge benefits to workers to know how to perform well-organized. For this purpose, it is ^{important} that rules should be flexible in nature that can be modified [✓] according to needs of organizational structure. Otherwise it is called ^{centralised} centralized structure of organization. Moreover, another important part in rules making is to ensure that rules ^{are} can be followed by everyone because, [✓] sometime people do not follow rules and it causes ^{damage} damaging to the structure of organization. [✓]

words: 93.