

MOCK EXAM-I FOR CSS-2024
ENGLISH (PRECIS & COMPOSITION)

Name

4/6

TIME ALLOWED: THREE HOURS
PART-I (MCQS): MAXIMUM 30 MINUTES

PART-I (MCQS):
PART-II

MAXIMUM MARKS = 20
MAXIMUM MARKS = 80

- NOTE: (i) Part-II is to be attempted on the separate Answer Book.
(ii) Attempt ALL questions from PART-II.
(iii) All the parts (if any) of each Question must be attempted at one place instead of at different places.
(iv) Candidate must write Q.No. in the Answer Book in accordance with Q.No. in the Q. Paper.
(v) No. Page/Space be left blank between the answers. All the blank pages of Answer Book must be crossed.
(vi) Extra attempt of any question or any part of the attempted question will not be considered.

PART-II

Q.2 Write a précis of the following passage and suggest a suitable title:

(20)

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 Nothing is sadder than the mindless application of rules which are outdated and irrelevant.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. Rules which cannot be followed are not only pointless; they are actually damaging the structure of the organization.

Q.3 Read the following passage carefully and answer the questions given at the end.

(20)

Some societies have experimented with eliminating the middleman. Prices can certainly be controlled better if the government acts as the middleman, because, after all, goods have to be lifted and transported to the other parts of the country. But governments are not usually very efficient or quick in these matters. Nor are they economical—a lot of file-and-paperwork and involvement of lot of people adds to the indirect expenses. Although in theory it ought to be possible to reduce prices by eliminating the middleman, in practice it seems to be an essential evil.

Business can be left to find its own level in accordance with the so-called 'laws' of supply and demand. By and large, Pakistan is what is called a 'sellers' market because essential goods are usually in short supply or are inclined to fall below the needs of an overgrowing population. Market manipulation in such a situation is easy and unfortunately fairly common. Goods usually disappear at about the time they are needed most, leading to price spirals and malpractices. Price control under such circumstances becomes a little unrealistic unless a huge department can be set up with vigilance terms and inspectors empowered to raid shops and warehouses. The efforts to control a seller's market are so great and the costs so high that in fact not a great deal of control can be exercised. An alternative method is to encourage the growth of buyer's market in which the customer has a choice between many competing products. Competition automatically forces good quality and low prices on the goods. This is at present only possible in the high production areas of the world. But competition leads to malpractices of a different kind. Survival for a business often depends upon the destruction of competing business and big companies have a natural advantage over small ones. An obsessive drive to 'sell' is generated in such a system. Huge sums are spent on advertising, the costs of which are

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SEAL

Name of Examination: SSC / HSC Part I - II 20
Annual/Supplementary

Subject _____ Paper _____

Date _____ Signature of Examiner _____

START FORM HERE

Importance of rules

Management is based on rules. Managing efficient operations of an organization strengthen efficiency. In fact, rules provide dual profits, which decide bounds to employers, and maintain formal norms of the administration. Undeniously, rules are like constitution leading to organization, and dedicating employees, and employers. Rules serve people, not by people, and need alternation with situations. Contrarily, out-dated rules under bounds threstens organization, and people decrease dedication, known as "working to rule". This highlights weak connection between employees, and employers. Good rules-making can lead to obedience. Some rules are superfluous, and all reject them. Resultantly, breskage of a single rule cause bre-akage of all. Thereby, these rules devastate the whole organization.

(Total words in a passage: 326)

(Words written in précis: 106)