

ADDITIONAL PRÉCIS EXERCISES

PRECIS EXERCISE 1

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

1 (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.)

3 (Nothing is sadder than the mindless application of rules which are outdated and irrelevant.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

69
99
140
181
250
290
332

(CSS 1981)

CSS 1981 Precie

Importance of Good Rule Making

Framing rules has a vital part in management. It ensures smooth working of daily affairs without manager's consultation on every issue. Rules acquaint the workers with company's expectations. It also limits inconstant behavior of management. They equally apply on both employer and employees as a legal constitution. Nevertheless, rules must be flexible enough to accomodate new changes as per need. Unfortunately, company suffers from unbinding commitment to outdated laws. Employees get exhausted with strict rules. This puts organization in an unstable position. Rule making should also ensure logical conditions. Absurd rules are not followed by workers. Employees take them for granted and break them. Thus, unwise rule making damage structure of organization.

Total words = 332

Precie = 112

Comprehension 39: CSS 1982

Read the following passage and answer the questions that follow.

After the situation has been carefully analysed and the possible outcomes have been evaluated as accurately as possible, decision can be made. This decision may include the alternative of not making decision on the alternative presented. After all the data can be brought to bear on a situation has been considered, some areas of uncertainty may be expected to remain. If a decision is to be made, these areas of uncertainty must be bridged by the consideration and evaluation of intangibles. Some call the type of evaluation involved in the consideration of intangibles, intuition, other call it hunches on judgment. Whatever it be called, it is inescapable that this type of thinking must always be the final part in arriving at a decision about the future. There is no other way if action is to be taken. There appears to be a marked difference in people's abilities to come to sound conclusions, when some facts relative to a situation are missing, those who possess sound judgment, are richly rewarded. But as effective as intuition, hunch on judgment may sometimes be this type of thinking should be reserved for those areas where facts on which to base a decision, are missing.

Questions:

1. How it is possible to come to a sound decision when facts are missing?
2. What part in your opinion, does decision making play in the efficient functioning of an organization?
3. Bring out the implications of the following observation: Traveler, there is no path; paths are made by walking.

Reading Comprehension

CSS 1982

1. When facts are missing, it's possible to come to sound decision through one's intuition and critical judgement. Intuition is the ability to arrive at decision making instinctively without conscious reasoning. While judgement demands conscious consideration of certain decision.

Ans 2. In efficient functioning of an organization, decision making play a vital role. Sound decision making ensures correct pathway for sustenance and development. If organization is strong at decision making, employees develop trust, cooperate positively and work dilligently. Furthermore, good decision making maintains good reputation of organization, so that investors also invest and work in collaborative projects. Therefore, decision making is crucial for company's future course of action and success.

Ans 3. The observation indicates that one should try to find his own way rather than following traditional course of action. To achieve one's aims, constant efforts must be made. One should not blindly choose the path as chosen by other people. Rather decides one's own way and make consistent efforts for success. Hence, the observation implies deciding one's way of life oneself and working for it consistently.

TRANSLATION 22: CCE, G

نجی حالات اور شخصی زندگی کا معاملہ بہت ٹیڑھا ہے۔ دنیا میں کون سا ایسا انسان ہے، جو کبھی نہ کبھی اپنے کمزور لمحوں میں ایسی حرکتوں کا مرتکب نہیں ہوا جسے وہ دوسروں سے چھپانا چاہتا ہے۔ اس میں کوئی شک نہیں کہ نجی حالات کو بے نقاب کرنے میں بڑی احتیاط، ذوق سلیم اور خدا ترسی کی ضرورت ہے۔ عام طور پر سر عیوب ہی قومی فلاح اور ذوق پسندیدہ کارستہ ہے، لیکن ایک شخص کی تعلیمات اور اس کی شخصی زندگی کو بالکل جدا بھی نہیں کیا جاسکتا۔ جب ایک شخص قومی رہنمائی کا دعویٰ کرتا ہے تو اس کے نجی معاملات بھی قوم کی املاک ہو جاتے ہیں۔

Translation

CCE, Gilgit Baltistan, 2022

The issue of private matters and individual life is very sketchy. There would be hardly any person in the world who is not subjected to weak moments, that he wants to conceal from others. There is no doubt that revealing private matters need great care, fine taste and piety. Generally, hiding personal flaw is a way to national prosperity and public interest. But an individual's teaching and his personal life cannot be segregated completely. When an individual claims national leadership, his personal matters also become public property.