

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

(15+5=20)

“The best boss I ever had.” That’s a phrase most of us have said or heard at some point, but what does it mean? What sets the great boss apart from the average boss? The literature is rife with provocative writing about the qualities of managers and leaders and whether the two differ, but little has been said about what happens in the thousands of daily interactions and decisions that allows managers to get the best out of their people and win their devotion. What do great managers actually do?

In my research, beginning with a survey of 80,000 managers conducted by the Gallup Organization and continuing during the past two years with in-depth studies of a few top performers, I’ve found that while there are as many styles of management as there are managers, there is one quality that sets truly great managers apart from the rest: They discover what is unique about each person and then capitalize on it. Average managers play checkers, while great managers play chess. The difference? In checkers, all the pieces are uniform and move in the same way; they are interchangeable. You need to plan and coordinate their movements, certainly, but they all move at the same pace, on parallel paths. In chess, each type of piece moves in a different way, and you can’t play if you don’t know how each piece moves. More important, you won’t win if you don’t think carefully about how you move the pieces. Great managers know and value the unique abilities and even the eccentricities of their employees, and they learn how best to integrate them into a coordinated plan of attack.

This is the exact opposite of what great leaders do. Great leaders discover what is universal and capitalize on it. Their job is to rally people toward a better future. Leaders can succeed in this only when they can cut through differences of race, sex, age, nationality, and personality and, using stories and celebrating heroes, tap into those very few needs we all share. The job of a manager, meanwhile, is to turn one person’s particular talent into performance. Managers will succeed only when they can identify and deploy the differences among people, challenging each employee to excel in his or her own way. This doesn’t mean a leader can’t be a manager or vice versa. But to excel at one or both, you must be aware of the very different skills each role requires

certain requirements. ~~with~~ ~~with~~ ~~with~~ by understanding

Qualities of Managers and Leaders

There are different writings on the qualities of managers and leaders. According to the Gallup Organization, there are equal number of managers and styles of management. The one style that separate a great manager from the rest, is the quality of recognizing a particular ~~quality~~ of future of a person. However, among average and great managers, ~~average~~ ^{the first} plays checkers and ~~the~~ other plays chess. In checkers, average managers move in a parallel way with a similar speed. While in chess, each moves in a different way ~~with~~ and speed. Managers also use to convert a person talent into performance.

On the contrary, great leaders follow universal facts. They lead people toward a successful future. They can only achieve success, when they leave behind the social differences. Therefore, both leaders and managers can replace each other's position by understanding certain requirements.

Total words: 320

Precis Words: 140

Q.7. Translate the following into English, keeping in view the idiomatic/figurative expression.

(10)

پاکستان کی آبادی 23 کروڑ سے تجاوز کر چکی ہے اور سب جانتے ہیں کہ آبادی کا حد سے زیادہ بڑھنا اقوام میں غربت کے ساتھ ساتھ دیگر کئی ایک مسائل کو بھی جنم دیتا ہے، دوسری طرف جب پاکستان بنا تو برطانیہ کی آبادی پانچ کروڑ سے زیادہ نہیں تھی جو آج 2021ء میں صرف 2 کروڑ زیادہ ہوئی ہے اس کے باوجود کہ برطانیہ میں دنیا بھر سے لوگ ترک وطن کر کے یہاں مستقل طور پر آباد ہو رہے ہیں، صرف لندن میں ہی ہر تیسرا شخص برطانیہ سے باہر پیدا ہوا ہے لندن کی تقریباً 75 لاکھ آبادی میں اڑھائی ملین یا 25 لاکھ سے زیادہ لوگ بیرونی دنیا سے آئے ہیں لندن کی آبادی اگر 74 سال پہلے 50 لاکھ تھی تو آج اس آبادی میں صرف 40 لاکھ کا اضافہ ہوا ہے اور یہاں 300 زبانیں بولی جاتی ہیں

The population of Pakistan has crossed 230 million, and everyone knows that an unlimited increase in population brings poverty along with other issues with it. On the other hand, when Pakistan got independence, the population of Britain was not more than 50 million, which has only increased by 20m till the year 2021. Irrespective that people are leaving their home countries, in order to settle down in Britain permanently.

Only in London, every third person is born outside of the Britain. However, out of the approximate 7.5m population of London, more than 2.5m people have come from foreign countries. If London population was 5m 74 years ago, today there has been only an increase of 4m, and 300 languages have also been spoken there.