

PRECIS EXERCISE 1

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 Nothing is sadder than the mindless application of rules which are outdated and irrelevant.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 CSS-1981

Title: Advantages of rules for an organization

Every organization makes rules for ~~a~~ proper functioning. These rules enhance the efficiency of an organization. ^b Because, these rules have certain advantages such as everyone knows his work, it limits and expectations to his, and these rules work as a constitution of an organization. On the other hand, organization suffers from mediocrity if it is too rule-bound, and it decreases the efficiency of employees to do work. This is called "working to rule." Rules are for people, not people for rules so, rules can be changed according to the circumstances. Therefore, rules should be such that can be followed. If rules are not clear and everyone does not follow them, it creates the disrespect for all rules. This also ^{hampers} hampers functioning and structure of an organization.

Mistakes identified.