

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 Nothing is sadder than the mindless application of rules which are outdated and irrelevant.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

Q.2:

PRECIS EXERCISE 2

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

The attention we give to terrorism often seems disproportionate to its real importance. Terrorism incidents make superb copy for journalists, but kill and maim fewer people than road accidents. Nor is terrorism politically effective. Empires rise and fall according to the real determinants of politics—namely overwhelming force or strong popular support—not according to a bit of mayhem caused by isolated fanatics whom one would take seriously enough to vote for it. Indeed, the very variety of incidents that might be described as "terrorism" has been such as to lead critics to suggest that no single subject for investigation exists at all. Might we not regard terrorism as a kind of minor plot?

^{use marker}
(Rules: Pillar for Development of a Company)

Rules play a vital role in the management of an organization. ~~Resolution of matters by yourself~~ instead of referring it to the manager enhances your efficiency. Consciously setting the rules enables the workers to know their responsibilities and limitations. Rules act like a constitution for a company which binds its employees and employers. Rules should not be too rigid and difficult enough to be followed by its workers. yet they must be updated according to the circumstances otherwise they will badly affect the ^{structure of} company. an organization.

word count is missing
need improvement in sentence structure
such long sentences are not appreciated
need improvement
8/20