

SAMPLES

In this section, we give three examples to demonstrate precis writing. The number of words in each original text is indicated. The original text is followed by a vocabulary list, which gives the meanings of the more difficult words. This list is followed by a listing of the main points of the original passage. Thereafter, the precis has been written, constructed using the main points, indicating the final number of words after condensation.

Original Text-1

A vital factor in the success of any business is the right selection of its administrative staff. In this matter, the management has the inescapable function not only of making the right selection, but after having made it, also of providing the fullest scope for legitimate ambition and individual advancement. A management which is so petty as to be jealous of the powers and authority of the officers will naturally select staff of the submissive type, docile men who are accustomed to obey without question. It would not take the risk of engaging able and aggressive/self-motivated employees for the fear that it may one day be supplanted by them. A really go-ahead management which understands the mood of the present times will do the direct opposite. It will seek out men capable of evolving policies within their own sphere and will train them to rise to the highest position.

In connection with most administrative bodies, management is self-perpetuating and is responsible for its own succession. Even the ablest management cannot foresee the future with certainty; its decisions, for the future, are at best intelligent guesses. What, however, it can and must do is to make available the enterprise to the men who will be capable of taking the decisions of the future and who are qualified, trained and tested during the present to do so. No management can rely upon a constant supply of geniuses. It must so train its staff that, during normal times, the enterprise is capable of being run effectively by men of not much more than average ability and with a robust sense of purpose. (270 words)

Title:- Efficient Management.

Success in business depends upon right selection of staff member. The management should foster the individual ^{and} ~~train~~ the staff for the present policies too. Progressive management tries to find out the such individual who can make decisions for the betterment of business. Management should select submissive people for the fear of being replaced by them. As supply of geniuses cannot be assured, so train the staff to enterprise with normal ability and a strong sense of purpose in normal times.

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W. C. ?

main idea is picked and discussed over all basic grammar is weak need improvement 7/20