

Code No. **03 X (C)**

COMMERCE EXAMINATIONS
ENGLISH TYPEWRITING
SENIOR GRADE – I PAPER (Speed)

January/February, 2020

{ Time : 15 minutes
Max. Marks : 100

Instructions to the Candidates :

1. Type the following passage in DOUBLE LINE spacing.
2. Typewrite on ONE SIDE of the paper.
3. Set the margins at 10 and 75 degrees.
4. Special attention should be paid to accuracy and neatness of execution.

It does not matter that if you are not one, though it is better to be one. As a boss, you could order people about and take pride in getting the work done. But what about those who are ordered ? Unfortunately the latter outnumber the former. The latter have to adjust to the boss. Bosses change very frequently resulting in the continuous process of adjustment of the latter. Certainly no one likes to take order, but how to get out of it. Who be sorry and say if I were the boss ? That may or may not be. In one capacity, one may be the boss, in another, in the second or even the third line. In a field office, one may be the boss but in the head

office, may be far below in the hierarchy. Yes, no one likes to be ordered about. But there in no escape, some one will always be there to order. Why not make the most of the bad bargain ?

To be in the second line, is of course, a tough job. You must have a lot of tack. Problems are many and varied. While, on one hand, you have to keep relations with your boss, on the other, you have to exert and extract work from those below you. The greatest trouble is from colleagues, who are trying to outshine you, to be in the good books of the boss. It is a formidable job and your success or failure depends on how

best you are able to strike the balance and manage the job, with least conflict with the subordinates. Each of these field needs the highest amount of tact, a deep insight in the human nature and last but not the least, hard work and perseverance on your part. So when you are not the boss, put one question to yourself, why am I here ? The answer to this question is the key to your success. The only answer to this question is to be useful to the organisation. This can be, by being helpful to the boss. The responsibility of running the organisation efficiently, rests on the boss. Since one man cannot perform all the functions, necessary help is provided by giving him deputies and assistants, hence the necessity of assisting the boss to the best of your ability. In this process you come in contact with different Management Levels in the organisation. Your chances of success are in direct proportion to the cordiality or relations you maintain with each group of persons. Cordial relations pave the way to success, strained ones sap your energy, initiative and drive. Harmonious and healthy relations with the superiors, sub-

ordinates, colleagues and sister concern make, or mar the chances of success.

Your success depends to a great extent on your relations with the boss. Cordial relations give you peace of mind, which is a prerequisite of an efficient office. Problems can be tackled, solutions found, staff taken cared of, new ways and means of improvement conceived and implemented. For all this, healthy mind is a must. In a case of strained relations, one is like to be irritated and short-tempered. Most of his time is spent in squaring up matters arising due to this atmosphere, no constructive work is possible and this further aggravates the situation. For the well being of staff of the office and yourself, your relations with the boss have to be cordial and smooth. This can be so, if watchword is to be useful to the boss.

Each office has to perform two types of functions, executive and administrative, an Executive Engineer or a Manager of a workshop, for example has to complete a work with limited time.