

**CERTIFICATE PROGRAMME IN
FUNCTIONAL ENGLISH (CFE)**

Term-End Examination

December, 2015

01941

BEG-006 : JOINING THE WORKFORCE

Time : 3 hours

Maximum Marks : 100

Note : All questions are compulsory.

1. Read the passage given below and answer the questions that follow :

The newspaper production process has come a long way from the old days when the paper was written, edited and printed in one building with the journalists working on the upper floors and the printing press functioning on the ground floor. These days, the editor and journalists may find themselves in a totally different building or may be even in a different city. The daily paper is compiled at the editorial headquarters, known as the pre-press centre in the city but printed far away in the suburbs at the printing centre. Here human beings are in the minority as much of the work is done by automated machines controlled by computers; in other words, by robots. (Para 1)

Once the finished newspaper has been created for the next morning's edition, all the pages are transmitted electronically from the pre-press centre to the printing centre. The system of transmission is an update on the sophisticated page facsimile system already in use on many other newspapers. An image-setter at the printing centre delivers the pages as film. Each page takes less than a minute to produce. The pages are then processed into photographic negatives and the film is used to produce aluminium printing plates ready for the press.

(Para 2)

A procession of automated vehicles is busy at the new printing centre where the newspaper is printed. With lights flashing and warning horns honking, the robots look like enthusiastic machines from a science-fiction movie as they follow their own random paths around the plant busily getting on with their jobs. Automation of this kind is now standard in all modern newspaper plants. The robots can detect unauthorised personnel and alert security staff immediately if they find an outsider. (Para 3)

The robot's principle job, however, is to shift the newsprint (the printing paper) that arrives at the plant in huge reels to emerge at the other end as newspapers. Once the size of the day's paper and the publishing order are determined at the head office, the information is punched into the computer and the robots are programmed to go about their work. The robots collect the appropriate size paper reels and take them where they have to go. When the press needs another reel, its computer alerts the robots. The robots have two key functions : to collect the reels of newsprint and to strip it off the tough wrapping that helps to protect the reels from rough handling. Any damaged paper is peeled off and the reel is then weighed. (Para 4)

Then, one of the paster robots moves in. Specifically designed for the job, it trims the paper neatly and prepares the reel for the press. If required, the reel can be loaded directly onto the press. If not needed immediately, a robot takes it to the storage area. When the press computer calls for a reel, a robot takes it to the reel-loading area of the press. It lifts the reel onto the loading position and places it in the correct spot with complete accuracy. As each reel is used up, the press drops the heavy cardboard box into a waste bin, and when the bin is full, another robot collects it and deposits the boxes into a shredder for recycling. (Para 5)

The robots move at walking speed. Should anyone step in front of one or get too close, sensors stop the vehicle until the path is clear. The company has chosen a laser-guide function system for the vehicles because you can change the routes or work out a new route on your computer and lay it down for the robots to follow. When a robot's batteries run low, it will take itself off line and go to the nearest battery maintenance point for replacement of batteries without any human assistance. (Para 6)

The question newspaper workers must now ask, however is, how long will it be before the robots are writing the newspapers as well as running the printing centre, churning out the latest edition every morning ? (Para 7)

Answer the following questions :

(a) There are 7 paragraphs in the passage. Match paragraphs 1 - 7 with the appropriate headings listed below (i - vii). 7

- (i) Robots as detectives
- (ii) Controlling the robots
- (iii) Different locations for news production
- (iv) What lies in the future
- (v) Different robots working together
- (vi) The robot's main function
- (vii) Sending the newspaper to the printing centre

(b) Find the words in the reading passage that have the following meaning :

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- (i) a person in-charge of a newspaper
- (ii) modern and up-to-date
- (iii) members of staff
- (iv) main
- (v) precision
- (vi) danger
- (vii) exact copy
- (viii) a manlike machine

(c) Re-read the passage and complete the summary below. Pick one or two words from the passage to fill in the blanks.

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- (i) The newspaper is _____ at the headquarters.
- (ii) It is then _____ by the journalists.
- (iii) The final version of the text is _____ to the printing centre.
- (iv) The pages arrive by facsimile and are converted into _____ .
- (v) Aluminium _____ are made for use in the printing presses.

- (vi) The robots are _____ by computer.
- (vii) The robots collect the reels of paper and remove the _____ from the reel.
- (viii) The reel is then _____ .
- (ix) The reel is trimmed and prepared by the _____ .
- (x) Finally, the reel is taken to the press, if necessary, or to the _____ .

2. Answer any *five* of the following questions based on your reading of your course material :

15

- (a) Why is a CV/Resumé important while job hunting ?
- (b) List 3 – 4 qualities about yourself that you will include in a job profile.
- (c) What are the suggestions given to be followed while writing a letter of complaint ?
- (d) When do we write a formal business letter ? List out some functions that a formal letter can perform.
- (e) Which are the three main characteristics of work ethics ?
- (f) Which are the three steps to be followed while looking for job ads and responding to them ?

3. What would you say in the following situations ?
(Use appropriate polite forms and other expressions) Do any **three**. Write short dialogues. 15

- (a) You have fixed an appointment with an important client. Now you have to postpone it. Tell him/her about postponing the meeting with valid reasons.
- (b) You have lost your laptop. Ask your friend politely whether he has seen it.
- (c) You have just been given a promotion at your office. Tell your mother about it.
- (d) You left your office urgently. Write an e-mail to your boss giving reasons.

4. (a) Read each sentence below, which has four underlined parts. In one part, there is a grammatical error. Write the number of the part which has an error, as your answer. 5

(i) The leader with his team
1
are awaiting the arrival of the VIP
2 3
who returned today.
4

(ii) The cruel pressure of competition

1

in industries

reduce workers

2

3

to less than machinery.

4

(iii) I am sure that your next book

1

2

will be so good as

your last one.

3

4

(iv) To accompany him on the tour

1

2

was the worse experience

of my life.

3

4

(v) The Ministry of Environment and Forests

1

have rejected help from the World Bank

2

3

to fight climate change.

4

(b) Fill up the blanks with correct phrasal verbs. Choose 1, 2, 3, or 4.

5

(i) When I was in hospital, my friend _____ to boost my confidence.

(1) called for

(2) called up

(3) called in

(4) called on

(ii) After his wife's sudden death, he has become depressed and has _____ drinking.

(1) taken to

(2) taken up

(3) taken on

(4) taken for

(iii) I think he was very foolish to _____ such an attractive offer.

(1) turn away

(2) turn off

(3) turn down

(4) turn over

- (iv) The tickets for the new movie have been _____ .
- (1) sold for
 - (2) sold out
 - (3) sold up
 - (4) sold off
- (v) During the conference, all the delegates were _____ in good hotels.
- (1) put up
 - (2) put about
 - (3) put through
 - (4) put about

5. (a) Fill in the blanks in the following sentences with appropriate words from the box :

5

transmit, updated, dated, send, inadvertently, accidentally, assess, convey, ask for
--

- (i) The right words are used to _____ the right meaning.
- (ii) Before selecting a candidate, the company should _____ his strengths and weaknesses.
- (iii) When you open the net, you must always look for _____ files and websites.
- (iv) Nowadays many technical devices are used to _____ information all over the world.
- (v) She _____ sent the letter to the wrong address.

- (b) Here is some information in column A (i – v) which should go into a CV. Match the information with the correct sub-headings in column B (1 – 7).

5

Column A

Column B

- | | |
|--|------------------------------|
| (i) Fluent in English | (1) Personal details |
| (ii) Computer skills | (2) Work experience |
| (iii) Can work well in a team | (3) Qualifications |
| (iv) Play football and tennis | (4) Technical knowledge |
| (v) Date of birth
1 st January, 1990 | (5) Hobbies and interests |
| | (6) Strengths and weaknesses |
| | (7) Language skills |

6. BT Sciences Limited has a vacancy for a Trainee Scientist in their Mumbai office.

- (a) Write a letter of application giving your qualifications, experience, etc. requesting them for an interview.
- (b) Also, prepare a CV in the right format and send it along with your application.

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7. Write an informal letter on any *one* of the following : 10

(a) You have joined a new job in a new company. Write a letter to your friend describing your new job and company. Also invite him to join you for a celebration party.

OR

(b) You have built a new house. Invite your friend to a house-warming ceremony and also describe your new house.

8. "An ideal classmate." Write a short essay of about 100 words on this topic. 5

OR

"An ideal co-worker/colleague." Write a short essay of about 100 words on this topic.
