

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

Term-End Examination

December, 2016

01754

BEG-006 : JOINING THE WORKFORCE

Time : 3 hours

Maximum Marks : 100

Note : This paper has *eight* questions. All questions are compulsory.

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

There is enough for every man's need but not greed. When Gandhi spoke these famous lines, he definitely had a vision — a social vision. Today many environmentalists consider Gandhi to be the very genesis of Indian thought on environment. (Para 1)

Vandana Siva of the Research Foundation says, "After 50 years of independence, there is hardly any freedom environmentally. The common man does not have the freedom to control, promote and use the environment. In the

coming years, the question will be whose freedom is it ? It is the duty and responsibility of human beings to see what the slaves of power are doing to this country.” (Para 2)

“Aping the disposable culture of the West has led to our lifestyle getting altered but it is indirectly affecting our environment. The government has no clear-cut greening policy or land use pattern since the last 50 years,” expresses Iqbal Malik of *Vatavaran*. We are indiscriminately converting our green lands into brown lands. Also the total forested area in India that was about 30 percent has declined to 12 percent today. (Para 3)

How many of us are aware that excess air pollution kills 40,000 people prematurely every year in India ? Surprisingly, it is not the industries or thermal power plants that are the culprits but the vehicles. Or how many of us are aware that plastic trash in India is increasing at an alarming rate, of late ? While on the one side we have our own plastic trash to recycle, on the other we are receiving trash from other countries too. Increase in trash is increasing our consumption for plastic and is also increasing the number of unregistered recycling units in the

country. There are countless such examples concerning the food we eat, the water we drink and about the air we breathe. One shudders to even think of them. Where exactly are we heading? What is the hope for the future?

(Para 4)

“Broadly speaking, India faces two types of environmental problems. One is related to natural resources and the other has emerged due to modernisation. These problems that have come up in the last 50 years are causing great environmental crisis.” (Para 5)

Answer the following questions :

(a) There are five paragraphs in the passage. Match paragraphs (1 – 5) with the appropriate headings listed below (i – v). 5

- (i) Effect of unregistered recycling unit
- (ii) Disastrous consequences of aping the West
- (iii) Main types of environmental problems
- (iv) Indian thought on environment
- (v) Common person's helplessness

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

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- (i) origin
- (ii) changed
- (iii) without thought or care
- (iv) wrong doer
- (v) desert type land
- (vi) rejected things
- (vii) shake
- (viii) to come up/rise

(c) Re-read the passage and complete the summary given below :

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- (i) Mahatma Gandhi believed that nature (1) _____ but man wants (2) _____ .
- (ii) The writer regrets that even after 50 years (1) _____ .
What environmental freedom do people need ? (2) _____ .
- (iii) How has absence of a governmental greening policy affected our environment ?
(1) _____
(2) _____

(iv) Mention any two agents that cause pollution.

(1) _____

(2) _____

(v) What are the two types of environmental problems that India is facing ?

(1) _____

(2) _____

(vi) Why have unregistered recycling units sprung up in India ? Give two reasons.

(1) _____

(2) _____

2. Answer any *five* of the following questions : $5 \times 3 = 15$

(a) What three letters can be called business letters ? State two facts that can be related to each of these letters.

(b) What do you mean by creative job hunting ?

(c) What three aspects of the candidates' personality would impress the interviewers ?

(d) Mention three essentials for effective communication.

- (e) What three steps are taken by a receptionist while handling customers at the reception ?
- (f) How will you respond to the call received from one of the clients of your company ? The caller has reminded you about clearing the outstanding bills.

3. What would you say in the following situations ?
Use appropriate polite expressions. Attempt any *three*. *3×5=15*

- (a) You want to enquire about the time of departure of a superfast train to Hyderabad from New Delhi. You also want to know the fare of a ticket in a two-tier coach.
- (b) You have lost your Credit Card. Ask your younger brother if he knows about it.
- (c) You were awarded a prize for leading a troop of young boys and girls for making Swachchata Abhiyan in your colony.

Write an e-mail to your grandfather to inform him about the event.

- (d) Write a brief message to inform your friend about a book club you have joined and its activities.

4. (a) Fill in the blanks with the suitable (active or passive) form of the verbs in brackets :

5

Once a valve _____ (damage) beyond repair, as happens with recurrent attacks of a rheumatic fever, the only way to save the patient, _____ (be) to replace it. Almost all replacements _____ (do) today using mechanical devices. Among the earliest _____ (be) the ball-and-cage valve which _____ (invent) in 1961 by Albert Sterr, a surgeon of Portland, Oregon, USA and his collaborators M. Lowell Edwards. It _____ (have) a plastic ball in a stainless steel or titanium cage. But the device _____ (have) several disadvantages. The presence of the ball _____ (cause) severe turbulence and cavitation which also _____ (cause) damage to red blood cells leading to the risk of clot formation. It _____ (be) therefore necessary to put the patient on a long-term anticoagulant therapy.

(b) Fill in the blanks in the following sentences with the correct phrasal verb. You may change the form of the verb. Choose from 1, 2, 3 or 4 given below :

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(i) New road safety rules were _____ in the winter session of the State Assembly.

- (1) brought in
- (2) brought forward
- (3) brought down
- (4) brought off

(ii) I often forget the telephone number of my parents. So, I _____ in my telephone directory.

- (1) write it back
- (2) write it off
- (3) write it down
- (4) write it up

(iii) Has the advertising agency _____ the new promotional material yet ?

- (1) dropped down
- (2) dropped in
- (3) dropped out
- (4) dropped by

(iv) Have you _____ any other interesting product features that we could emphasize in the ads ?

- (1) come across
- (2) come over
- (3) come through
- (4) come to

(v) I _____ a bright coloured shirt from the Dress Well Store.

- (1) pick up
- (2) pick at
- (3) pick on
- (4) pick in

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

5

humane, gingerly, dismayed, kind, collision
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- (i) Raman is a _____ man, his compassion is well-known.
- (ii) Two young men died in a _____ between a truck and their car.

- (iii) I was _____ to discover that my younger brother had lied to me.
- (iv) My younger sister lowered herself _____ into the water.
- (v) Several countries have pleaded for more _____ treatment of prisoners of war.

(b) Here are some tips for a telephonic interview and a video conference. Write a paragraph using the points given below :

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- (i) mind your body language
- (ii) don't carry notes
- (iii) avoid biting nails
- (iv) fill in the long silence while you're listening
- (v) avoid using long-winded explanations
- (vi) don't nervously tap your feet, take too many deep breaths or chew gum

6. In response to a vacancy advertised in Bharat Soap factory, Allahabad for Manager, Sales, write a letter of application addressed to the MD of the company along with a CV in the right format.

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7. Write a letter to one of your neighbours about the nuisance that his/her dog creates. Mention some of the problems asking him/her to do the needful to maintain good relations as neighbours. 10
8. Write a short essay of about 100 words on *one* of the given topics : 5
- (a) Role of students in supporting the *Swachh Bharat, Swasth Bharat*
- (b) Books are our best friend, philosopher and guide
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