

**CERTIFICATE PROGRAMME IN
FUNCTIONAL ENGLISH (CFE)
Term-End Examination
December, 2020**

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 :

You can dodge the taxman but old age and death spare no one. However, some scientists are rejecting this ancient wisdom now. They say ageing is not inevitable. It is just another disease that would be curable if governments and industry went after it with enough resources. They point to examples in nature that defy the “death is inevitable” rule. Many of

North America's bristlecone pines, for instance, have been standing for more than 5,000 years. Some sea creatures also show signs of immortality. (Para 1)

Critics say viewing ageing as a treatable disease takes away the incentive to live healthy. Why would people eat sensibly and exercise if a drug or therapy will repair the damage and let them live to 115 years, if not forever ? (Para 2)

Nonetheless, countries like Japan and Singapore, where the population is ageing fast, are taking a keen interest in making old age healthier so that old people can support themselves. "If we don't do something about the dramatic increase in older people, and find ways to keep them healthy and functional, then we have a major quality-of-life issue and a major economic issue on our hands," says Brian Kennedy, director of Singapore's Centre for Healthy Ageing. (Para 3)

Answer the following questions :

- (a) (i) Give an appropriate title to the passage. 2
- (ii) Why do some scientists say that ageing is just another disease ? 2

- (iii) What are the examples quoted to show that death does not have to happen ?
2
- (iv) Why are countries like Japan and Singapore concerned about older people ?
2
- (b) Find words from the passage that have similar meanings to those given below : 2
- (i) give up—(Para 1)
- (ii) unavoidable—(Para 1)
- (c) Give opposites of the following words from the passage : 5
- (i) Ancient
- (ii) Curable
- (iii) Defy
- (iv) Immortality
- (v) Functional
- (d) Use the following words in sentences of your own : 5
- (i) spare
- (ii) resources
- (iii) incentive
- (iv) keen
- (v) functional

2. Answer the following questions :

- (a) What are the points that are most important in planning a presentation ? List at least five of them. State why they are important and how the presentation would suffer if these points were not adhered to.

10

- (b) Imagine that you are a senior officer in a firm. You, Mr. Ghosh have been asked to give a speech in front of all the new employees of the firm on good relationships at work. Write out your speech to be delivered at the office celebration. 5

- (c) What is the importance of body language during an interview ? What do you think it can reveal about you to the interviewer ? Justify your views on this. 5

3. Here are three situations. You are to speak/write in each of these situations. Use polite language when you speak.

- (a) Your friend has just appeared for an interview and has been informed that he has not been selected. Ask him about the interview and what went wrong. Advise, him on how to tackle future interviews. (Use the dialogue form). 5

- (b) You are planning to go for a play. Talk to the organizer of the play on the telephone and find out about the ticket prices, and the location of the theatre. Ensure that you ask for discounted cheap tickets. (Use the dialogue form). 5
- (c) Write an e-mail to your friend requesting him or her to give you some ideas on planning an overnight stay at a resort with the families of the staff. 5
4. (a) Fill in the blanks with suitable passive verb forms :

An old lady (i) _____ (rob) of her belongings. She (ii) _____ (sedate) with medicines. The robbers (iii) _____ (ransack) the house. They (iv) (throw) everything around and had also (v) _____ (eat) all the food in the fridge.

5

- (b) Fill in the blanks with appropriate determiners/quantifiers :

This is (i) _____ market. It is (ii) _____ most sought after shopping center in (iii) _____ area. (iv) _____ of (v) _____ shops in here are very popular with young people. 5

6. Writing skill :

Write a paragraph guiding young recruits to the office on work ethics. Here are some points you may consider. (250 words) 10

- (i) Importance of organizational ethics
- (ii) Working in collaboration
- (iii) Importance of loyalty and commitment.

7. Writing Skill :

Write a profile of a friend who is working with you. You admire him as a role model. Here are some points. (250 words) 10

- (i) His work experience
- (ii) How is he different from the others (his education)
- (iii) Additional information on other skills