

**B. A. (GENERAL) (BAG) /
B. A. (VOCATIONAL STUDIES) MICRO
SMALL AND MEDIUM ENTERPRISES
(BAVMSME)**

**Term-End Examination
December, 2023**

BEGLA-136 : ENGLISH AT THE WORKPLACE

Time : 3 Hours

Maximum Marks : 100

Note : *All questions are compulsory.*

1. Match the words in Column A with their meanings in Column B : 10×1=10

Column A

Column B

- | | |
|---------------|---|
| (a) profile | (i) not late |
| (b) receptive | (ii) the ability to see what will probably happen in future |
| (c) firm | (iii) the practice of helping the poor or those in need |

P. T. O.

- | | | | | |
|-----|--------------|--------|-----------------|--------|
| (d) | punctual | (iv) | away | of |
| | | | entering | or |
| | | | reaching | a |
| | | | place | |
| (e) | foresight | (v) | not moving or | |
| | | | changing | |
| (f) | philanthropy | (vi) | strong | and |
| | | | steady | |
| (g) | access | (vii) | ready to listen | |
| | | | to new ideas | |
| (h) | static | (viii) | a | short |
| | | | description | of |
| | | | somebody/ | |
| | | | something that | |
| | | | gives | useful |
| | | | information | |
| (i) | creative | (ix) | a person who | |
| | | | prefers | social |
| | | | interaction | |
| | | | than | being |
| | | | alone | |
| (j) | extrovert | (x) | connected with | |
| | | | producing | new |
| | | | things | |

2. Make sentences using the following words :

5×2=10

- (a) Informal
- (b) Acronym
- (c) Medium
- (d) Recruitment
- (e) Stress

3. (a) Rewrite the following sentences changing them from the active voice to passive voice :

5×1=5

- (i) They elected a new chairperson yesterday.
- (ii) His grandfather looked after him.
- (iii) I am eating food.
- (iv) They had done the work.
- (v) John wrote a book.

(b) Fill in the blanks as indicated : 1×10=10

- (i) Sometimes in the world today jobs are not advertised.

(Choose the most appropriate : consultant,
competitive)

P. T. O.

- (ii) (respond) to job advertisements is a skill that freshers must learn.

(Use gerund of 'respond')

- (iii) This is a (well-pay) job.

(Use appropriate participle of 'well-pay')

- (iv) do you handle criticism ?

(Choose the correct one—What, How)

- (v) The prices (go up) if it does not rain well.

(Use correct form of 'go up')

- (vi) you mind if I used the phone ? (Use correct form of 'Will')

- (vii) Applicant (must/need) include the names of two referees.

(Choose the correct word)

(viii) The mother is looking her daughter.

(Use appropriate preposition)

(ix) She is holding a dish her hand. (Use appropriate preposition)

(x) She is honest woman.

(Use the correct article)

4. Write short notes on the following (around **150** words each) : 2×10=20

(a) Workplace Etiquette

(b) Work Ethics

5. Prepare a brief C. V. (Curriculum Vitae) keeping in mind the ideal job that you are looking for. Organize your points under various headings like education etc. 10

6. Write an official letter of application in response to an advertisement for the post of a researcher in an educational institution. 10

7. Prepare a set of ten questions that you would ask while interviewing a candidate for the post of a manager in a corporate firm. 10
8. Prepare an outline of a presentation on the topic : Elements of a Good Communication. 10