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BEG-006

**CERTIFICATE PROGRAMME IN
FUNCTIONAL ENGLISH (C. F. E.)**

Term-End Examination

June, 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 :

It is a well-known fact that our educational ecosystem isn't particularly good at blending learning with working, or learning by working.

We have introduced numerous programs in our schools and higher education institutions that focus on practical learning by project works,

P. T. O.

group activities, competitions, hackathons, etc. all appreciable initiatives; but their very existence proves that we believe learning as a process different from working, and that one has to learn to work before beginning to work.

(Para 1)

Experts explain apprenticeship as "a system of training a new generation of practitioners of a trade or profession with on-the-job training." That's precisely how learning went about in earlier times. If a person wanted to excel in Goldsmith art, he went to work with a Goldsmith and learnt the intricacies of his art over years. Today, we've confined that duration to a certain period of leave from formal learning. That way we fail to understand the due significance of one of the oldest forms of learning known to mankind.

(Para 2)

Answer the following questions :

- (a) (i) Give an appropriate title to the passage. 2
- (ii) Why is it said that in our learning system the blending with work does not happen? 2
- (iii) What is one of the worthwhile initiatives in this direction? 2
- (iv) What example of the oldest form of learning has been quoted in the passage? 2
- (b) Find words from the passage that have similar meanings to those given below : 2
- (i) A mix—(Para 1)
- (ii) Many details—(Para 2)
- (c) Give opposites of the following words from the passage : 5
- (i) numerous
- (ii) focus
- (iii) different
- (iv) precise
- (v) confined

(d) Use the following words/phrases in sentences of your own : 5

- (i) introduced
- (ii) appreciable
- (iii) initiatives
- (iv) practitioners
- (v) significance

2. Answer the following questions :

- (a) What are the values that are most important in the work place ? List at least *five* of them. State why they are important and how the organization would suffer if the employee lacked these values. 10
- (b) Imagine that you are a senior officer in a firm. You, Mr. Shah have been asked to interview the candidate Mona Bahl for the post of an executive. Here is the conversation recorded with her. On the basis of this conversation, write a brief report about Mona Bahl's suitability for the job. 5

Mr. Shah :

Good morning Ms. Mona.

I understand that you are one of the applicants for taking up the running of our office in Hyderabad. Am I right ?

Mona B :

Yes sir, I am the candidate for the interview. I am one of the applicants for taking up the running of our office in Hyderabad. Am I right ?

Mr. Shah :

Tell me something about yourself.

Mona B :

I have been heading a firm in Kolkata that is handling the same

product as your firm in Hyderabad. I had thirty people working under my supervision and my turnover was over five crores. I was very devoted to the firm.

Mr. Shah :

Why are you wanting to leave now ?

Mona B :

I want to leaves as I wish to go to Hyderabad as my husband has been posed there since a year.

Mr. Shah :

Why did you not go a year back ?

Mona B :

I had some commitments to the firm and felt I should not leave before completing that.

Mr. Shah : That is a good thing. We will now give you a short written test also. We will let you know our decision within a week from now. Thank you.

Mona B : Thank you sir.

- (c) What is the responsibility of a career counselor in an institution ? Do you feel all schools and colleges should have one ?
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 been selected. Ask him about the interview and what was the advice he could give you when you go for an interview (Use the dialogue form). 5

- (b) You are planning to go on a holiday to Europe. Talk to a travel agent on the telephone and find out about the ticket prices, stay and places you should visit. Ensure that you ask for 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 organizing a team meet for your office colleagues. 5
4. (a) Fill in the blanks with suitable passive verb forms : 5
- On the 5th of October, 2019, the association of the students of the college of Business Studies (i) (be) officially (ii) (form). It will (iii) (make) up of twelve students whose main (iv) (responsible) is (v) (popular) the college.

- (b) Fill in the blanks with appropriate determiners/quantifiers : 5

Rani has lost (i) pens she had. She had to spend (ii) money she had on buying some more. It is (iii) expenditure she cannot afford. So she has (iv) worried look. She is looking for (v) support from her brother.

5. (a) Here is a list of six words. The passage below requires five words to fill in the paragraph gaps : 5

appreciating consider superior

providing enable experiences

Industry must (i), (ii) employees by (iii) all types of (iv) that are of a (v) nature.

(b) Fill in the blanks in the following sentences choosing the most appropriate forms of the word(s) given in brackets :

(I) I was (i) (surprise) to (ii) (receive) a call from my father that he (iii) (be) unwell. I immediately (iv) (decide) (v) (leave) for Amritsar where he was. 5

(II) Tomorrow I (i) (go) for an interview. If I (ii) (clear) that test I (iii) (be) get a job in an MNC. There (iv) (be) five thousand candidates. Let's see what (v) (happen). 5

6. Writing Skill : 10

Write a paragraph guiding junior students on preparing a powerpoint presentation. Here are some points you may consider (250 words) :

– Importance of powerpoint slide

- Overloading with information must be avoided
- Careful use of graphics and animation
- Importance of practicing the presentation

7. Writing Skill : 10

Write a letter to a friend who is applying for a job-on-the points to be kept in mind when drawing up your C. V. Here are some points (250 words) :

- Your work experience
- Your profile (your education)
- Additional information on other skills