

B.A. GENERAL (BAG)
Term-End Examination
June, 2022

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*

A	B
(a) Philanthropy	(i) A meeting to discuss ideas and choose the best ones
(b) Archive	(ii) Not intentional
(c) Empathy	(iii) An object produced by human craft
(d) Facilitate	(iv) A reward offered for increased productivity
(e) Inadvertently	(v) Make something possible or easier
(f) Delegate	(vi) Work together to achieve something
(g) Brainstorming session	(vii) Ability to share someone else's feelings
(h) Artifact	(viii) Entrust power or responsibility to someone else
(i) Collaborate	(ix) Practice of charitable or benevolent actions
(j) Incentive	(x) Collection of documents or records

2. Make sentences using the following words : $5 \times 2 = 10$

- (a) Implement
- (b) Upgrade
- (c) Aptitude
- (d) Assertive
- (e) Feedback

3. (a) Rewrite the following sentences changing them from the active voice to the passive voice : $5 \times 1 = 5$

- (i) Charles Dickens wrote the novel 'Great Expectations'.
- (ii) The Mughal emperor Shah Jahan built the Taj Mahal.
- (iii) Alexander Fleming discovered Penicillin.
- (iv) My friend drew this beautiful picture.
- (v) They selected a new leader yesterday.

(b) Fill in the blanks as indicated : $10 \times 1 = 10$

- (i) Please make the necessary corrections and have the letter _____.
(Use the correct form of 'dispatch')
- (ii) Remove the _____ chairs from the hall. We shall have our meeting here.
(Use the correct form of 'break')
- (iii) The little boy is afraid _____ the dog. (Use suitable preposition)

- (iv) This letter was written _____ the teacher. (Use suitable preposition)
- (v) The train departs _____ 3 PM from the station. (Use suitable preposition)
- (vi) He was born _____ a small village in Maharashtra.
(Use suitable preposition)
- (vii) Sri Lanka is _____ island.
(Use the correct article)
- (viii) _____ Brahmaputra is a mighty river. (Use the correct article)
- (ix) The American tourist had never seen _____ elephant before.
(Use the correct article)
- (x) Varanasi is _____ holy city.
(Use the correct article)

4. Write short notes on the following in about 150 words each : $2 \times 10 = 20$

- (a) Workplace Etiquette
- (b) Differences between a Portfolio and a Resume

5. Prepare a brief CV clearly mentioning your skills, education, experience and interests. 10

- 6.** Write an official letter of application in response to an advertisement for the post of an analyst in a firm. Your letter should show how your skills and experience match the requirements of the job. *10*
- 7.** You are the head of the local branch of your firm. A new recruit has joined the firm. Write a speech in which you welcome the new recruit to the organisation and introduce him/her to the other employees. *10*
- 8.** Prepare the outline of a presentation on the following topic : *15*
- “The Importance of Imparting Employable Skills to our College Students”
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