

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

Term-End Examination

December, 2011

BEG-006 : JOINING THE WORK FORCE

Time : 3 hours

Maximum Marks : 100

Note : All questions are compulsory.

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

1. [1] Teaching is one of the most complex human endeavours imaginable. As teachers, and as researchers of teaching, we have been awed by the immensity of the task of understanding teaching. We know that a good teacher is many things, among them a caring person. But a good teacher is also a skillful practitioner. Being skillful means you can do something that can be seen ; it means different levels of skill may be displayed by different individuals ; and it means, above all, that you can learn how to do it and can continue to improve at it. 14
- [2] Skillful teachers are made, not born. They have learned the skills they use, and others can look at what they are doing in the classroom and say what is skillful about it. Some skillful teachers do not have the vocabulary or the concepts for

describing what they already do. They just 'know' what to do and do it effortlessly and naturally, by intuition. This effortlessness is an unconscious, automatic kind of knowing. The limitation about this kind of knowing is that it is acquired only by a few. And they can't pass it on to others because they can't tell others about it.

[3] There are some people, of course, who are not cut out to be teachers, just as some of us are not cut out to be car race drivers. No amount of skill training is going to make some of us into great car racers. But the great majority of us can be taught the skills of driving in a car race and can become quite competent at it.

[4] Skillful teachers are aware of the complexity of their job and work to be good at their job. They don't do things just because of the way they have always been done, or is expected to be done. They do what they do because they've thought about it and made choices from a number of options that seem best. They want to control and regulate their teaching to have a positive effect on students. They monitor what students do, get feedback, and try different things. Skillful teachers are determined that students will succeed, when that isn't happening they examine their programs.

[5] Skillful teachers are clear about what is to be learned, clear about what achievement means, and clear about what they are going to do to help students attain it. And if one thing doesn't work, they make another plan that is also technically clear and well thought out.

[6] Finally, skillful teachers are learners_ always willing to innovate and experiment. Skillful teachers constantly reach out to colleagues with an assertive curiosity that says, I don't know it all. No one does or ever will, but I am always growing, adding to my knowledge and skills and effectiveness." To skillful teachers, that openness and reaching out is an important part of their professional growth.

[7] There are a number of important questions that all skillful teachers need to consider regardless of the age, class, subject area, or courses they teach. Some questions that they must ask themselves are : How do I get my students to pay attention ? How do I make concepts and skills clear to students ? How do I design more efficient and effective learning experiences for my students ? What do I need to know about the curriculum ? How do I create learning experiences that develop the mind as well as the content ? How can I use assessments to inform instruction and improve student learning ? Every one of these questions is important in itself. Collectively, these and other questions address almost all the decisions, actions, and situations a teacher has to handle with students in classrooms.

- (a) Match paragraph numbers (1 to 7) with appropriate sub-titles listed below (i to ix)

There are 2 extra titles

- (i) Skillful teachers understand their job well.
- (ii) A good teacher is a skillful practioner

- (iii) Skillful teachers are willing learners
 - (iv) Skillful teachers question their own practices
 - (v) They are not born teachers
 - (vi) Skillful teachers don't need to add to their skills
 - (vii) They make clear plans
 - (viii) Some teachers are not cut out for the profession
 - (ix) Once an inefficient teacher, always an inefficient teacher.
- (b) Re-read the passage to complete the summary below. Fill in each blank space with one word from the passage. Make changes in the word form (e.g. efficient-efficiency) wherever necessary. 11

Teaching is a very difficult, complex task. To be a good teacher, one must possess the skills of (i) teaching and be able to (ii) these skills. Skillful teachers must be able to (iii) what they are doing. They are able to perform their tasks (iv) in a natural manner. Just as car race drivers can be taught to be (v) car racers, most teachers can acquire the skills of teaching. Skillful teachers learn to make the most (vi) in teaching so they are able to have a (vii) effect on their students. They work with (viii) to

succeed in their careers. Skillful teachers are ready to learn from their (ix) and increase their knowledge to become effective teachers. They ask themselves questions about their lesson plans (x) design and assessment methods so that they are able to handle (xi) situations competently.

2. Answer the following questions based on your reading of your course material. **15**
- (a) What is a good C - V ? What does it contain ?
 - (b) List some dos while appearing for an interview.
 - (c) What are the points to remember about body language when appearing for an interview ?
 - (d) What are the main characteristics of work ethics ? Why are they important ?
 - (e) How are formal letters different from personal letters ?
3. What would you say in the following situations ? **15**
Use appropriate modals and/or any other expressions (Any three)
- (a) You've found your colleague's keys in the office. She's gone home. Ask her how you can hand over the keys.

- (b) You need to change your appointment with the dentist for another day and time.

Tell the dentist why you want to change your appointment.

- (c) You are planning a weekend trip. Tell your friends about your plan.

- (d) You went for a business meeting with a client. He wants to pay for the lunch you had in a restaurant. You want to make the payment.

4. ABC Television Company has advertised in the newspapers for Technicians. They require engineers with 5 years experience in a similar job.

- (a) Write an application for the job giving your qualifications and experience. Tell them why you think you are suitable for the job. 10

- (b) Prepare a C-V and send it with the application. 10

5. Write an informal letter on *any one* : 10

Inform your parents that you will not be able to visit them during the Diwali holidays as you have to complete a survey in another town.

OR

Write a letter to a friend advising him/her to take his/her job seriously. Advise him/to change their life style so that they can work hard and progress in their career.

6. (a) Here is a part of a conversation that you have heard. 10

Roopa : I don't know why I joined a computer course. I can't understand anything.

Sonam : Have some patience, Roopa. It is just the beginning.

Rohit : I agree. We all know that it very important to know how to work on the computer.

Roopa : I agree. But I wish I could understand what they teach.

Rohit : You need to have patience. Report what you heard to Suman in Reported Speech.

- (b) Rewrite the sentences by putting the parts in the right order. 5

(i) complete/have to/you/the project/by Monday.

(ii) if/pollution/we continue/to make/the world/free/we will be/healthier.

(iii) are creative/early years/some people/in their.

(iv) have/the refrigerator/bought/I/on instalments.

(v) if/people/getting disturbed/you are/better/it is/to tell/about it.