

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

Term-End Examination

June, 2011

BEG-006 : JOINING THE WORK FORCE

01954

Time : 3 hours

Maximum Marks : 100

Note : All questions are compulsory.

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

1. One of the most common reasons you may not be able to get things done is that you haven't set aside a specific time in which to do them. Too often, people make lists of what they want to do, without asking the next essential question : when am I going to do this ? Unless you have blocked out a time slot in your schedule, you won't be able to complete the task. [1]

If you think you will get to anything done in your spare time remember that there is no such thing as spare time ! As it is, our days are packed with more things to do than we have time for. The only chance of having a free moment is when we realise that what we had planned to do does not happen. At such a time we usually can't think of what to do with those unexpected moments because we are caught off guard. So if something is really important to you, you must set aside a

when you know what your big picture goals are, it will be much easier to eliminate, or shorten, or delegate tasks that don't serve your goals. [5]

Too many of us make the mistake of thinking that we have to do it all, that asking for help is a sign of weakness. It is quite hard to admit to yourself that you're simply the wrong person for the job. But it can also be liberating. We all have unique talents and skills, and so do other people. It can save a lot of time, headaches, and heartaches to admit that someone else can do a job faster, better and more efficiently than you. If someone else is better than you in doing a job such as designing a brochure or planning a conference accept that, let them do it, and move on. [6]

Even if you are an otherwise excellent time manager, a dis-organized physical environment will steal a huge amount of time and energy from your day. You'll waste hours searching for your keys, your reading glasses, or some important document. You'll work inefficiently, get stuck redoing lost work, and have to run out and replace items you can't find. [7]

(A) Match paragraph numbers (1 to 7) with appropriate sub titles listed below (a to i) : 14

(There are two extra titles)

- (a) There is always spare time
- (b) Being badly organised is wasteful
- (c) Tasks need clear slots

2. Answer the following questions based on your reading of your course material. (*Any five*) **15**
- (a) Why is it important to take initiatives and be dependable at the work place ?
 - (b) What are the features of a formal letter ?
 - (c) How is a portfolio different from a resume' ?
 - (d) What are the dos and don'ts for the use of visual aids ?
 - (e) What are the behavioural requirements for a discussion ?
3. What would you say in the following situations ? **15**
Use appropriate modals and or any other expressions. (Do *any three*)
- (a) You've found a wallet : you are sure its your friend's.
 - (b) You had a meeting with a client which was scheduled for 11.00 am. You need to postpone the meeting.
 - (c) You want a colleague to pick you up on the way to office as your vehicle is out of order.
 - (d) Mother cannot open the main door of your house because you've left home with the duplicate keys.

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

- (i) have/ do you/ the director/ an appointment/ with
 - (ii) please/ government/ pollution/ check/ the/ Cooperate with/ to
 - (iii) complete/ try to/ assigned project/ the/ please/ in time
 - (iv) closed eyes/ better/ some people/ can/ think/ with
 - (v) do not/ disturb/ the students/ taking/ examination/ who are/ their
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