

**BEGLA 136**

**B.A. GENERAL  
(BAG)**

**ASSIGNMENT**

**(For July 2021 and January 2022 Sessions)**

**SECOND SEMESTER**

**English at the Workplace  
(BEGLA 136)**



**School of Humanities**  
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**ASSIGNMENT**  
**ENGLISH AT THE WORKPLACE**  
**(BEGLA 136)**

**Programme: BAG/2021/ 2022**  
**Course Code: BEGLA 136**

**Dear Student,**

You are required to do **one** assignment for the course 'English at the Workplace'. It is a Tutor Marked Assignment (TMA) and carries 100 marks. It covers four blocks of the course.

**Aims:** The TMA is primarily concerned with assessing your proficiency in English. You should not reproduce chunks of information from the passage(s) but effectively use the skills of reading and writing that you may have acquired during the course of study to compose your answers. These assignments aim to teach as well as to assess your performance.

**Guidelines:** You will be required to answer the questions on reading comprehension, vocabulary, grammar and composition.

As in day-to-day life, **planning** is important in attempting the assignment as well. Read the assignment carefully; go through the units on which the questions are based; jot down some points regarding each question and then re-arrange them in a logical order. In the essay-type answers, pay attention to your introduction and conclusion. The introduction must tell you how to interpret the given topic and how you propose to develop it. The conclusion must summarize your views on the topic. **You should write in your own handwriting.**

Make sure that your answer:

- a) Is logical
- b) is written in simple and correct English
- c) does not exceed the number of words indicated in your questions
- d) is written neatly and clearly.

**Please remember that it is compulsory to submit your assignment before you can take the Term End Examination. Also remember to keep a copy of your assignment with you and to take a receipt from your Study Centre when you submit the assignment.**

**Last Date for Submission of Assignment:**

**For June Examination: 30<sup>th</sup> April.**  
**For December Examination: 31<sup>st</sup> October**

**Good Luck!**

**Note:** *Remember the submission of assignment is a precondition for appearing in the examination. If you do not submit the assignment on time, you will not be allowed to appear in the examination.*

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**Max. Marks: 100**

**Answer all questions**

**Section A**

1. Read the following passage and answer the questions in your own words. **2x5 =10**

The COVID-19 pandemic has led to a dramatic loss of human life worldwide and presents an unprecedented challenge to public health, food systems and the world of work. The economic and social disruption caused by the pandemic is devastating: tens of millions of people are at risk of falling into extreme poverty, while the number of undernourished people, currently estimated at nearly 690 million, could increase by up to 132 million by the end of the year.

Millions of enterprises face the threat of closure. Nearly half of the world's 3.3 billion global workforce are at risk of losing their livelihoods. Informal economy workers are particularly vulnerable because the majority lack social protection and access to quality health care.

Immediate and purposeful action to save lives and livelihoods should include extending universal health coverage and income support for those most affected. These include workers in the informal economy and in poorly protected and low-paid jobs, including youth, older workers, and migrants. Particular attention must be paid to the situation of women in low-paid jobs. Different forms of support should be given, including cash transfers, child allowances and healthy school meals, shelter and food relief, support for employment retention and recovery, and financial relief for businesses, including small and medium-sized enterprises. In designing and implementing such measures it is essential that governments work closely with employers and workers.

Now is the time for global solidarity and support, especially with the most vulnerable in our societies, particularly in the emerging and developing world. Only together can we overcome the intertwined social and economic impacts of the pandemic and prevent its escalation into a humanitarian and food security catastrophe, with the potential loss of already achieved development gains.

1. Why does the passage state that the economic and social disruption caused by the Covid 19 pandemic is devastating?
2. Why are 'informal economy workers' said to be particularly vulnerable?
3. According to this passage, who are the "most affected" by the pandemic?

4. What forms of support can be extended to those affected?
  5. According to the passage, what can happen if there is no global solidarity and support in handling the social and economic impacts of the pandemic?
2. Use the following words in sentences of your own: **2 x 5 = 10**
1. Devastating
  2. Vulnerable
  3. Solidarity
  4. Catastrophe
  5. Potential
3. Rewrite the following sentences as directed: **1 x 5 = 5**
1. They cut down many trees to construct the office. (change into passive voice).
  2. The (type) \_\_\_\_\_ letters are ready for dispatch. (use the correct form of the word in brackets).
  3. We've got a machine \_\_\_\_\_ (who, whom, that) prints in colour. (use the correct word from those given in brackets).
  4. We drew a short-list of candidates \_\_\_\_\_ (Who, whom, which, whose, to whom) CVs were very good. (use the correct word from those given in brackets).
  5. It is up to you \_\_\_\_\_ make the decision (fill in the blank with the correct preposition).
4. Write short notes of about 150 words each on the following topics: **5 x 5 = 25**
1. Organising a portfolio.
  2. Types of customers.
  3. Characteristics of work ethics.
  4. The three stages of a presentation.
  5. The importance of cultural awareness in a multicultural workplace.

### **Section B**

1. You are interested in applying for the position of Customer Service Manager in a company in your town /city. Write an application for this position, showing how you are suitable for the job. **(15)**
2. Prepare a short CV (Curriculum Vitae) clearly mentioning your career history, skills, achievements and any other details. **(15)**

### **Section C**

1. Write an outline of a presentation on the following topic: **(10)**  
 "Coping with 'Climate Change': issues and challenges."  
 (Refer Unit 14.7 to write the answer)
2. You are planning to appear for an interview for the position of Research Assistant in a reputed institution. Write out ten questions you expect to be asked and your answers to these questions. **(10)**