

CERTIFICATE PROGRAMME IN
FUNCTIONAL ENGLISH (CFE)

Term-End Examination

December, 2013

BEG-006 : JOINING THE WORK FORCE

Time : 3 hours

Maximum Marks : 100

Note : All questions are compulsory.

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

MOTHER TONGUE

I am not a scholar of English or literature. I cannot give you much more than personal opinions on the English language and its variations in this country or others.

I am a writer. And by that definition, I am someone who has always loved language. I am fascinated by language in daily life. I spend a great deal of my time thinking about the power of language-the way it can evoke an emotion, a visual image, a complex idea, or a simple truth. Language is the tool of my trade. And I use them all-the Englishes I grew up with.

Recently, I was made keenly aware of the different Englishes I do use. I was giving a talk to a large group of people, the same talk I had already given to half a dozen other groups. The nature of the talk was about my writing, my life, and my book, *The Joy Luck Club*. The talk was going along well enough, until I remembered one major difference that made the whole talk sound wrong. My mother was in the room. And it was perhaps the first time she had heard me give a lengthy speech, using the kind of English I have never used with her. I was saying things like, "The intersection of memory upon imagination" and "There is an aspect of my fiction that relates to thus-and thus"-a speech filled with carefully wrought grammatical phrases, burdened, it suddenly seemed to me, with nominalized forms, past perfect tenses, conditional phrases, all the forms of standard English that I had learned in school and through books, the forms of English I did not use at home with my mother.

Just last week, I was walking down the street with my mother, and I again found myself conscious of the English I was using, the English I do use with her. We were talking about the price of new and used furniture and I heard myself saying this: "Not waste money that way." My husband was with us as well, and he didn't notice any switch in my English. And then I realized why. It's because over the twenty years we've been together I've often used that same kind of English with him, and sometimes he even uses it with me. It has become our language of intimacy, a different sort of English that relates to family talk, the language I grew up with.

Lately, I've been giving more thought to the kind of English my mother speaks. Like others, I have described it to people as "broken" or "fractured" English. But I wince when I say that. It has always bothered me that I can think of no way to describe it other than "broken," as if it were damaged and needed to be fixed, as if it lacked a certain wholeness and soundness. I've heard other terms used, "limited English," for example. But they seem just as bad, as if everything is limited, including people's perceptions of the limited English Speaker.

MOTHER TONGUE

- (a) State whether the following statements are **True** or **False** : 8
- (i) The writer is aware of the way language is used only in her own country.
 - (ii) She understands that many different forms of English are used in the world.
 - (iii) Englishes' refers to standard English used all over the world.
 - (iv) The English used by the write while giving a talk is the same she uses when she is with her family.
 - (v) The presence of her mother while she was giving a talk to a group made the talk go along well.
 - (vi) Standard English and the English used in intimate talk can be different yet perfectly understandable.

(vii) 'The intersection of memory upon imagination' is a good example of use of language in every day life.

(viii) The writer Thinks it is not justified to refer to people's English as limited.

- (b) Read the passage to complete the summary 12
below. Fill in each blank space with **one** word from the passage. Make changes in the word form wherever necessary. Even Though the writer writes books in English language, she feels she can give only her (i) views on the variety of ways it is used. She loves language and finds the (ii) of language quite (iii). She uses various forms of English which she refers to as (iv). Once, while giving a talk to a group of people she realised that her (v) crafted phrases may not have been understood by her mother who has attending the (vi). The English she used was so different from the one she (vii) with her mother! She was (viii) of the switch in her use of English when she and her mother were making a purchase and this was not even very (ix). The (x) then came to her that during the 20 years that the family had been together, the English they used was a language of (xi). However, she's not at all happy when her mother's use of English is referred to as (xii) or limited.

- (c) Match Part A with B to make meaningful sentences. 5

PART-A		PART-B	
(i)	The writer is quite interested in developing an understanding.	(a)	Of the use of language informally.
(ii)	She became aware of the stark difference in the way.	(b)	She's not happy calling it so.
(iii)	'Not waste money that way' is an example.	(c)	Of the way language is used as a way of communication.
(iv)	Though she describes her mother's use of language as 'broken'	(d)	That the person's use of the language is not up to the mark.
(v)	Calling someone's use of language 'limited' conveys a feeling.	(e)	language is used at home or professionally.

2. Answer the following questions based on your reading of your course material. 5x3=15

- (a) What are the points to keep in mind when appearing for an interview ?
- (b) What is a C.V ? How can a C.V be written effectively ?
- (c) What are the most important personal and professional qualities people need at the workplace ?
- (d) How can bad body language effect your performance in an interview ?
- (e) How can business correspondence be done effectively ?

3. What would you say in the following situations ? 15
Use appropriate modals and /or any other expressions. (Attempt **any three**)
- (a) You've just noticed that your friend who came to study with you has left her notebook at your place. Ask her when can she collect it.
 - (b) Your friends are planning a trip to a hill station. Inform them you will not be able to join them.
 - (c) You have fixed an appointment for a job interview but you find you can't attend it due to sudden illness of your mother. Inform the manager, HR, of the company.
 - (d) You asked your friend to arrange a room in his hotel for you and your family. He doesn't want to accept payment. Insist that you have to make the payment.
4. ABC Pharmaceuticals has advertised in the newspapers for Medical Representatives. They require qualified Medical Representatives with 3 years experience in sales Applicants must also be willing to travel all over India.
- (a) Write an application for the job giving your qualifications and experience. Express willingness to travel and say why you think you are suitable for the job. 10
 - (b) Prepare a CV and send it with the application. 10

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

Write a letter to a friend advising him/her to prepare seriously for competitive exams. Remind him/her of their strengths and capabilities.

OR

Write a letter to your sister telling her about your first day at college and hostel. Tell her about the hectic schedule at college.

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

Reema: I'm going to teach you how to do breathing exercise. First focus on your breathing.

Smriti: How can I do that ?

Reema: Close your left nostril with your thumb and inhale from the right nostril. Hold your breath for a minute, now close your right nostril and exhale from the left nostril.

Smriti: Oh! then I repeat this with the right nostril.

Reema: Yes, you can do it 5 to 10 times.

Report what you heard to your friend Diksha.

- (b) Rewrite the following sentences by putting the parts in the right order. 5
- (i) in several parts/will be/ water supply/disrupted/of the city
 - (ii) said that/authorities/be operational/Tal Board/water treatment/will not/plants/two days/for
 - (iii) will not be/due to this/drinking water/for 3 days/available.
 - (iv) Tal Board/people to store/as much water/as they can/has advised
 - (v) resumed/will be/water supply/normal/on 16th June/Friday.
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