

00233

**CERTIFICATE PROGRAMME IN
FUNCTIONAL ENGLISH (CFE)****Term-End Examination****December, 2012****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 :**

The primary agent of change in the 21st century education system has already been created. It is the creation and delivery of courses over the web. Those familiar with this area know that it is about to undergo explosive growth. Companies are already jockeying for position in this market, and many more are entering it every day. Venture capital is pouring in. These online courses will first be developed for the university and continuing education marketplace, and from there they will gradually be adopted in secondary and primary education venues. Don't get confused by what these courses look like today. Now we are seeing the equivalent of the filmed plays of the early movie making era. This will not be the case for long. (1)

Soon there will be high quality major productions. The bottom line is that traditional academic courses are no longer going to be taught by local teachers. The computer will allow the creation of learning by doing courses rather than learn by the teacher method. The computer will allow the designers of these courses to be the best and the brightest in any given field. Moreover, these courses will be very engaging, non threatening, diverse, and fun. (2)

Once the very best physicists in the world will sit down and create a physics course, there will be little use for local physics teachers. This will soon happen as investors seeing the rise in internet stocks begin to enter the education market. The same will be true for every academic subject and for many subjects that are not now seen as academically relevant. Companies will create courses and guarantee employment to those who pass them. Quality universities will put their names on these courses. This will create tremendous change for everyone involved in the education system, from students to teachers to administrators to government education agencies. (3)

NEW ROLE FOR TEACHERS

The teaching of traditional academic subjects, first in high school and later in elementary school as

well, will be increasingly done via online courses. Once the initial set of these courses becomes successful, there will be more of a push to make the technology available and people will be increasingly accepting of them. Eventually what you'll have in school is a library of hundreds of these courses. (4)

The teachers are going to have to do things that the teachers themselves are better at doing than the computer. What can they do better? What they can do better is personal one-on-one tutoring; teaching kids how to work in a group trying to accomplish something; teaching crucial interpersonal relationship skills. It obvious that the schools should be stressing the kids of things children and adolescents really need to learn. How to get along with each other. How to communicate better. How to deal effectively with stress. How to function in society. (5)

The role of teachers is going to evolve away from being the expert in maths, science, and other subjects. We've been evolving that way for a long time. Today, most high school teachers could hardly claim to be the expert in physics or history or literature in their communities. In the future, the best minds in the country, in the whole world, will be sitting there at your desktop. The initial

knee-jerk reaction is likely to be that school teachers are going to feel disenfranchised. But there is an opportunity to start teaching those social skills that students desperately need. I think what's going to happen is that teachers are going to understand they can do a better job in these areas. (6)

A lot of teachers are doing it already, even though it is rarely part of the formal curriculum. They do it because they have to do it. In the future, these social skills will become the central focus of what teachers will teach. Today, there is a push to measure teachers by the test scores achieved by their students. Tomorrow, teachers will be judged by more meaningful measures as we begin to value teachers for their human qualities. (7)

- (a) **Match the paragraph numbers with the appropriate subtitles given below :** 14
- (i) Teaching of interpersonal skills.
 - (ii) Learning by doing.
 - (iii) Teachers defranchised.
 - (iv) Companies create courses.
 - (v) Teachers and human qualities.
 - (vi) Delivery of courses over the web.
 - (vii) Library of courses.

- (b) The delivery of courses on the web is **11**
(i)_____ explosive growth. Computer
will (ii)_____ courses that will be
learning by doing. Soon courses will be
available for every (iii) _____ subject.
There is going to be a (iv)_____change
for everyone. Teachers will have to look at
teaching adolescents (v)_____ skills.
Dealing (vi)_____in society will get
predominance. Non teaching of subjects
will make teachers feel (vii)_____.
This is an (viii)_____opportunity to
teach (ix)_____skills that is
(x)_____needed. It will soon be the
(xi)_____focus of all teaching by all
teachers.

2. Answer the following question based on your reading of the course in 100-150 words (15 marks) 15

- (a) Define the qualities of a good presentation and a good presenter.
- (b) What is the difference between a formal and informal letter ?
- (c) Preparing for an interview is an important task. What are the things to keep in mind ?
- (d) Why is it said that a portfolio is an important tool for an interview ?
- (e) The guideline for responding to an advertisement must always be kept in mind. What are they ?

3. (a) Here is a late phone conversation. Fill in the blanks with the appropriate modals :- 5
- Ram : Hello -----I speak to Rahul?
Rahul: Hi ! Ram. This is Rahul on the time.
What-----I do for you?
Ram: Hi! Good to speak to you-----you.
Please give me Roshni's telephone no.
Rahul: Of course! I -----have to get it from
my mobiles telephones.
Ram: That's fine. I -----hold on.
- (b) The following sentences are in the passive voice. Change them into the active voice. 5
(5 marks)
- (i) They were told to complete the work on time
(ii) The race was run by the student of Resham school.
(iii) A good speech is always remembered
(iv) The father was depressed after hearing the news of his son's failure.
(v) He was told he would be invited to speak later.
- (c) complete the sentence using main or subordinate clauses : 5
- (i) If I eat now-----
(ii) The doctor told me that I-----
(iii) How can you complete this work-----
(iv) If I go to the party I-----
(v) The filter water make us sick-----

4. (a) You are Divya/Vishwas. you have just completed your Bachelor's Degree in Commerce. You have seen an advertisement for the post of Trainee (Marketing) at Edulite Technologies. Write an application to the company. Include details of your qualification and other interests. 10
- (b) You and your friends are very interested in theatre and you have set up a small group named 'kala'. You are now planning to put up a play. You need sponsors to finance the play. Draft an advertisement requesting for sponsorship. Do mention your interest in developing theatre and using it as a means to engage in community work eventually. 10
5. Write a formal letter on *any one* of the following 10
- You are Praveen Dixit the local MLA. You have received an invitation from the school 'Parivartan' to be a chief guest at their annual day. Write a letter to the Principal accepting or declining the invitation.
- Write to the Head of the newspaper "Delhi Times" telling them that they had not inserted the advertisement you had given them in the way it should have been and so you want a refund on your payment. Also state that you will be forced to go to the Consumer court if they do not attend to your complaint.

6. (a) Reorder the following sentences so as to make sense. Ensure that they are structurally correct. 5
- (i) cannot deal with/most of us/in a positive manner/criticism.
 - (ii) if you act on it/a constructive criticism/will only be helpful.
 - (iii) disregard the harsh and hurting comments/the defence is to/if someone is/out to hurt your feeling.
 - (iv) a friendly dialogue/debate/can some times turn/into a heated/careless comments.
 - (v) to offer any criticism or advise/if you frequently display an aversion/others will soon become reluctant to criticism.

- (b) Convert the following sentences into reported speech. 10

Rani : "Father will you send me to the school in the city if I am able to get a scholarship ? "

Father : "Yes, because I cannot afford it if you do not get a scholarship "

Rani : "Teacher just told me this morning that I have a fairly good chance"

Father : "If you work hard enough you should be able to get it. I am confident.

Rani: "Thank you father. If your good wishes are with me, I will certainly win the scholarship".