

No. of Printed Pages : 7

BEG-006

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

Term-End Examination

December, 2021

BEG-006 : JOINING THE WORKFORCE

Time : 3 Hours

Maximum Marks : 100

Note : *All questions are compulsory.*

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

Elderly care, or simply elder care is the fulfilment of the special needs and requirements that are unique to senior citizens. This broad term encompasses such services as assisted living, adult day care, long-term care, nursing homes, hospice care and home care. Because of the wide variety of elderly care

found nationally as well as differentiating cultural perspectives on elderly citizens, it cannot be limited to any one practice. For example, many countries in Asia use government established elderly care quite infrequently, preferring the traditional methods of being cared for by younger generations of family members.

Elderly care emphasizes the social and personal requirements of senior citizens who need some assistance with daily activities and health care, but who desire to age with dignity. It is an important distinction. The design of housing, services, activities, employee training and such should be truly customer centred. It is also noteworthy that a large amount of global elderly care falls under the unpaid market sector.

Traditionally elderly care has been the responsibility of family members and was provided within the extended family home. Increasingly in modern societies, elderly care is

P. T. O.

now being provided by the state on charitable institutions. The reasons for this change include decreasing family size, the greater life expectancy of elderly people, the geographical dispersion of families and the tendency for women to be educated and work outside the home. Although these changes have affected European and North American countries first, they are now increasingly affecting Asian countries as well.

- (a) (i) Give an appropriate title to the passage. 2
- (ii) What do we understand by the term 'Elderly Care'? 2
- (iii) What are the different patterns of elderly people across the world? 2
- (iv) What factors should be kept in mind in ensuring good elderly care? 2
- (v) What are the major reasons for changes in the elderly care among modern societies? 2

P. T. O.

2. Answer the following questions. 5×4=20
- (a) How do you define a portfolio ?
- (b) What are the basic differences between a portfolio and a resume ?
- (c) When should a person start collecting artifacts for his/her portfolio ?
- (d) What are the major skills needed to be successful in a group discussion ?
3. Fill in the blanks with suitable prepositions : 10
- His sister is ill last seven days. She has applied leave. She is absent her classes but she remains worried practical classes. The science teacher is dealing some very important units. It is a worry that good notes are not available these areas. Her class teacher is equally concerned her missing school. She aims becoming a scientist one day. She relies me my support in this difficult hour.

4. Complete the sentences by adding a suitable present/past participle or a gerund. 10
- (i) The goldsmith saw a woman the jewels. (steal)
- (ii) She dislikes (dance).
- (iii) The breeze scattered the leaves all over the fields. (whisper)
- (iv) The large posters all over the streets to the young voters. (appeal)
- (v) a good story or a poem gives me huge relaxation. (Read)
- (vi) A heart takes a lot of time to heal. (break)
- (vii) is a very good form of exercise. (Swim)
- (viii) Shall we eat the cookies in oven ? (bake)
- (ix) her throat, the singer began her musical presentation. (Clear)

P. T. O.

- (x) by extra lights in the hall, she didn't know who snatched her purse. (Blind)
5. Write a speech to be delivered on the occasion of Drug de-addiction day in your college focussing on why such a day needs to be celebrated. 10
6. List out the Do's and Don'ts for an effective presentation that appeals to the prospective clients. Suggest impressive way(s) to catch the attention of the listeners. 10
7. Use appropriate polite forms and expression in the following situations : 5×3=15
- (a) Write an e-mail to National Book Trust, N. Delhi towards dispatch five copies of "Uncertain Glory" by speed-post.
- (b) You want an appointment with Dr. Manisha Jain for a routine dental check-up. Ask for a convenient date and time telephonically.

- (c) You visited the Delhi Public Library and had a nice conversation with the chief librarian regarding the comprehensive range of books. Write out the conversation.
8. Imagine that you have received training in film scripting from Indian Institute of Mass Communication. You are applying for the job of Junior Script Writer at worldwide films, Mumbai. Write to them mentioning that you have a special degree and five years experience. Give your complete contact details. Keep your language polite but not ingratiating. 15