

**B. A. (GENERAL) (BAG)
Term-End Examination
December, 2022**

BEGLA-136 : ENGLISH AT THE WORKPLACE

Time : 3 Hours

Maximum Marks : 100

Note : *All questions are compulsory.*

1. Match the words in Column A with their meanings in Column B : 10

Column A

Column B

- | | |
|----------------|--|
| (a) Persuasive | (i) expressing your opinions clearly and firmly |
| (b) Dynamic | (ii) to ask someone a lot of questions especially in an aggressive way |
| (c) Hectic | (iii) act of starting a fight without reasonable cause |

- | | | | | |
|-----|--------------|--------|---|----------------------|
| (d) | Assertive | (iv) | able | to persuade somebody |
| (e) | Interrogated | (v) | active | |
| (f) | Aggression | (vi) | that was or could be expected to happen | |
| (g) | Predictable | (vii) | very busy | |
| (h) | Convey | (viii) | shared by two or more people | |
| (i) | Mutual | (ix) | likely to suffer from something | |
| (j) | Prone | (x) | to make ideas etc. known to somebody | |

2. Make sentences using the following words :

5×2=10

- (a) Portfolio
- (b) Prospective
- (c) Communication
- (d) Attentive
- (e) Evaluate

3. (a) Rewrite the following sentences changing them from the active voice to passive voice :

2×5=10

- (i) Someone hit my bike from the back.
 - (ii) The fire brigade will put out the fire.
 - (iii) She has cleaned the windows.
 - (iv) I gave her a gift for her birthday.
 - (v) They called off the meeting.
- (b) Fill in the blanks as indicated : 1×10=10

- (i) Jobs are advertised in the sections of the newspapers.

(Choose the most appropriate matrimonial, recruitment)

- (ii) Simply (place) an advertisement in a popular daily will fetch us many candidates.

(Use gerund of 'place')

- (iii) The (type) letters are ready for dispatch.

(Use appropriate participle of 'type')

(iv) you like teamwork ?

(Choose the correct one—Do, Does)

(v) If he finishes his work on time, I
..... (take) him out for lunch.

(Use correct form of 'take')

(vi) If you drink dirty water, you
(fall) sick.

(Use correct form of 'sick')

(vii) You (should/must) save the file before
you turn the computer off.

(Choose the correct word)

(viii) I had strange dream last
night. (Use the correct article)

(ix) The children are grateful
their parents.

(Use appropriate preposition)

(x) I met him when I was
college. (in/on) (use appropriate
preposition)

4. Write short notes on the following (around
150 words each) : 2×10=20

(a) A creative approach to job seeking

(b) Gender and the workplace

5. Prepare a brief CV (Curriculum Vitae) for a job that you wish to join. Organize your points under various headings like education, skill etc. 10
6. Prepare a job application letter in response to an advertisement for the post of a sales executive in a corporate firm. 10
7. Prepare a set of ten questions that you would ask while interviewing a candidate for the post of an accountant in a firm. 10
8. Prepare an outline of a presentation on the topic : The importance of cultural awareness in a multicultural workplace. 10