

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

**Term-End Examination**

**December, 2022**

**BEG-006 : JOINING THE WORKFORCE**

*Time : 3 hours*

*Maximum Marks : 100*

**Note : All questions are compulsory.**

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1. Read the following passage and answer the questions that follow :

Choice of profession and career is of great importance. Success depends on the right and timely choice of a career. There are a great variety of careers and professions. The lack of proper counselling worsens the situation. It also results in unemployment and frustration which means a lot of waste of money, time and energy. The students should take the help of elders, teachers and professionals in deciding their careers. They should choose their career according to their aptitude and resources.

Young people are ambitious, impatient and eager to achieve good positions. They want to become high officials, executives and have top positions without considering their qualifications, skills etc. This is a wrong attitude. One should be realistic. One may dream of becoming a super film star and end up as a mere casual artist. Such high ambitions lead to disillusionment and unhappiness.

Choice of a career is not simply a matter of likes and dislikes. Financial resources play a very important role in deciding to choose a profession. For lack of funds. one will have to choose a far humbler career. One can take to politics if one has an aptitude for public life. It is a profession of hard labour and perseverance. If you have strong optimism, ambition for fame and are prepared to face the worst, you are best suited for politics. If you have enough money and resources and want to grow very rich, you can choose business as your career. Therefore, be practical, logical and reasonable in choosing your profession. This is a crucial choice.

- (a) State the factors that can help young people decide their career. 2
- (b) What leads to disillusionment and unhappiness among young people ? 2
- (c) Why are financial resources important while choosing a career ? 2
- (d) What are the qualities needed to become a politician ? 2
- (e) Find out words/phrases from the passage which mean the same as the following : 2
- guidance, aspire

2. Answer any **three** questions based on your study material :  $3 \times 5 = 15$

- (a) Significance of body language in communication during an interview.
- (b) Elaborate on all components of self-profile.
- (c) List of Dos and Don'ts in making an effective presentation.
- (d) Discuss the most essential traits related to work ethics.

**3.** Use appropriate and polite forms and expressions to communicate in the following situations :  $3 \times 5 = 15$

(a) You visited IGNOU regional centre to gather all the details of your academic engagements. (Write in a dialogue form)

(b) Write an e-mail to the Editor of a newspaper in your area about the increasing pollution and the role of individuals.

(c) Life after graduation is complex as one has to make tough choices. Discuss your career choice with a friend in a dialogue form.

**4.** (a) Vehicular pollution is a big reason of environmental degradation. Write an article to focus on the issue of how increasing number of vehicles on the road lead to more problems. Give some suggestions to curb the crisis. 10

(b) You have been asked to make a presentation on how to overcome anxiety. Prepare a presentation to benefit a group of college going students. 10

5. You are Vikas Khanna. You are in need of a study loan. Write a letter to the Manager, Punjab National Bank, New Delhi asking about the loan formalities, interest rate and repayment pattern. 15

6. (a) Convert the following sentences into reported speech. 10

(i) He said, "I like this song."

(ii) "I don't speak Italian," she said.

(iii) "The students are not listening to me," the teacher said to the Principal.

(iv) "I will call you tomorrow," he said.

(v) "It was raining all day," he said.

(b) Rewrite the sentences by putting the parts in the right order. 5

(i) They spend / playing cricket / lot of time / on weekends.

(ii) She / sang well / bad throat / having despite.

(iii) His grandfather / very jovial / is / and athletic / 80 years old / though / he is.

(iv) Corona Pandemic / lot of hardship / caused a / in our lives.

(v) It / has been / for the last / five days / raining heavily.

7. Use the appropriate words in the correct format in the blanks provided :

10

- (a) The puppy was hiding \_\_\_\_\_  
(behind/over/besides) the sofa.
- (b) Stop worrying \_\_\_\_\_ (on/about/relating)  
your future.
- (c) When I stepped \_\_\_\_\_ (on/into/of) the  
lift, I found it had stopped working.
- (d) We had to use a bridge to go \_\_\_\_\_  
(across/about/over) the river.
- (e) The gift came \_\_\_\_\_ (with/by/together)  
a birthday card.
- (f) She is married \_\_\_\_\_ (to/with/of) my  
cousin.
- (g) I have lived in this town \_\_\_\_\_  
(for/since/about) ten years.

- (h) One of the \_\_\_\_\_ (big/bigger/biggest) problems facing the world today is Global warming.
- (i) We \_\_\_\_\_ (can/must/should) examine the problem of virus and suggest some solution.
- (j) Monsoon is back. It \_\_\_\_\_ (can/may/will) rain this afternoon.
- \_\_\_\_\_