

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

Term-End Examination

June, 2012

BEG-006 : JOINING THE WORK FORCE

Time : 3 hours

Maximum Marks : 100

Note : All questions are compulsory.

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

Corruption is today a world-wide phenomenon. In our own country some people in high positions have been charged for it . A corrupt person is termed immoral , dishonest and unscrupulous in his dealings. His disregard for honesty , righteousness and truth results in his alienation from society. He is treated with contempt. But as erosion of values leads to decadence, remedies for the social malaise remain elusive , and so no amount of contempt can eradicate corruption which is a symptom of decadence. (1)

Corruption is most virulent when crises everywhere threaten the very existence of society and faith in life is shaken. It has always been there

but when the system grows weaker and the boat flounders, it gets bolder and drains its victims of the last drops of their blood. (2)

The older the system weaker it grows and fails to solve the riddles of life that grows more complex every day. So men lose faith in it, and let it drift. At this point corruption takes over and plunges the entire society. After Second World War the old system with all its values was left in shambles. The crippling effects of the war , the recession and depression , and uncertainties in a faithless world of maimed and moribund encouraged cynicism in a section of the population. (3)

This section included the government officials dealing in essential commodities. They found the post-war conditions ideal for fishing in troubled waters and getting richer. This is what brought misery of an untold nature to the ordinary person. (4)

Today , when India is free , officials representing government departments are often very close to the most corrupt businessmen who are too unscrupulous to let any opportunity of amassing profits slip. This collusion broadens the base of the vicious circle and corruption spreads like wild fire to engulf the entire society. The political and social guardians depend too much

on the richer communities and look indulgently on while these communities hold the entire society and the government to ransom. (5)

Corruption starts at the top and percolates down to the whole society. Such corruption cannot be confined to the towns alone. It is as widespread in the villages where the dishonest officials and the traders carry the germs of the disease. The tyranny of confusion and price rules the land and the people are helpless victims of corruption everywhere. (6)

1. (a) Match the paragraph numbers (1-6) with appropriate sub titles listed below. 14

Please note : There is one extra subtitle.

- (i) Misery to the people
- (ii) The Business Community and corruption
- (iii) Definition of a corrupt person
- (iv) Corruption & the Black Market
- (v) Corruption -A Historical perceptive
- (vi) People as victims of corruption
- (vii) Corruption and the crisis

- (b) The summary of the passage is given below. 11
Fill in the blanks with the appropriate words from the passage. You are permitted to make changes in the word form , wherever necessary.

Corruption is a (i) of (ii) in any society. It (iii) the very (iv) of society and reduces it to (v). Government officials used the postwar (vi) for getting richer and the (vii) black market brought in a lot of misery. Business men who are also (viii) use every opportunity to (ix) wealth. Corruption (x) to the lowest rung of society. Ultimately.

Every individual is a helpless of corruption.

2. Answer the following question based on your reading of your course material. 15

- (a) What are personal , social and professional qualities you need to be successful at your workplace ?
- (b) Why is it important to keep your CV simple and readable ?
- (c) Why is it important to be aware of your body language when you attend an interview ?
- (d) Define the qualities of a good presentation and a good presenter.
- (e) Why is it said that a portfolio is a powerful interviewing tool for all job seekers ?

3. (a) Use the appropriate words in the correct format in the blanks provided : 10

- (i) Munishi Premchand's early education _____ (is/are/was /were) in Urdu and Persian.
- (ii) When Helen Keller was fourteen she went to Wright Humason School _____ (in/on/at/upon) New York.
- (iii) The Swamps are green and full _____ (with /of/to/in) snakes and crocodiles.
- (iv) Some people feel that _____ (a/an/the/some) best way to take a vocation is to go _____ (on/in/at/into) a cruise.
- (v) A halcyon is a bird that _____ (love /loving/loved/loves) solitude and spends its life over the sea, nesting in rocks on _____ (a/an/the/ some) coast.
- (vi) The whales sing underwater and the only sound _____ (it/them/they/those) make is a trumpet sound.
- (vii) The patient had _____ (a/the/an/little) accident.
- (viii) Can the mother design a _____ (beautiful /ready /adequate reasonable) dress for the child ?

- (b) Complete the sentences given below using the appropriate modals : 5

can, could, will, would, should, may, might

- (i) Since it was Mr. Sharma's birthday, Rahul promised that he _____ come.
- (ii) _____ you need my help please call me.
- (iii) I wonder if you _____ like me to order food for you.
- (iv) There is a probability that he _____ come in late.
- (v) She requested gracefully, " _____ I come in , please " ?

4. (a) Write an article for a popular magazine on traffic violations on the roads of your town and the general indifference of the authorities. Give some suggestions and possible solutions. 10
- (b) Prepare a CV or a resume of yourself in applying for a job as an executive in a BPO. Do ensure that you put in details to be considered seriously for the job. 10

5. The internal examinations of your college are clashing with the MBA Entrance examinations. Write a letter to the principal asking for special permission to write the internal examination later. 10

OR

Write an informal letter to a friend describing your visit to a hill station during the summer break.

6. (a) Rewrite the sentences by putting the parts in the right order : 5
- (i) often found/reviews are/in news papers and magazines
 - (ii) entertain the reader /the purpose/is to inform and /of the review
 - (iii) the book ,film or play /readers read reviews /whether or not /they would enjoy /to decide / that was reviewed.
 - (iv) if they would like to use the product / product reviews / to help decide / they read
 - (v) about a topic /writers opinions reviews persuade reader / to react to the.
- (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 : "My 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".
