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**BEGLA-136**

**B. A. (GENERAL) ENGLISH**

**(BAG)**

**Term-End Examination**

**June, 2024**

**BEGLA-136 : ENGLISH AT THE WORKPLACE**

*Time : 3 Hours*

*Maximum Marks : 100*

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**Note :** *All questions are compulsory.*

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

**Column A**

**Column B**

- (a) Results that are easy to see      (i) Commendation

**P. T. O.**

- (b) Evidence that (ii) Frills  
shows people  
your abilities
- (c) Ornamental (iii) Chronological  
objects of no  
great value
- (d) Arranged in (iv) Artifact  
order of time of  
occurrence
- (e) An object (v) Credentials  
produced or  
shaped by  
human craft
- (f) An official (vi) Tangible  
award or a  
recommendation

- (g) Expressing (vii) Prior  
much in few  
words
- (h) Coming before (viii) Concise
- (i) People in charge (ix) Initializing  
of hiring new  
employees
- (j) Starting (x) Recruiters  
something

2. Make sentences using the following words :

5×2=10

- (a) Innovative
- (b) Creativity
- (c) Ambition
- (d) Teamwork
- (e) Dedication

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

5×2=10

- (i) The teacher is teaching the course.
- (ii) Ram draws the painting.
- (iii) Everyone likes sweets.
- (iv) Shyam is buying a new house.
- (v) Have you completed your assignment ?

- (b) Fill in the blanks as indicated : 1×10=10

- (i) Think carefully before ..... (join)  
your new assignment.

(Complete using gerund of join)

- (ii) ..... (respond) to job  
advertisements is a skill that  
freshers must learn.

(Complete using gerund of respond)

(iii) Please remove the ..... (break)  
chairs from the hall.

(Use appropriate participle of 'break')

(iv) She reached the ..... (meet) point  
well before the appointed time.

(Use appropriate participle of 'meet')

(v) ..... if we did not accept their  
invitation ? (Use main/If clause)

(vi) What would happen if ..... ?

(Use main/if clause)

(vii) If somebody ..... in here with a  
gun, I'd be very frightened.

(Use the correct form of 'walk')

(viii) I'm sure Satish ..... if you  
explained the situation to him.

(Use the correct form of 'understand')

- (ix) We ..... go through the contract carefully before signing it.

(Use appropriate modal)

- (x) The opponents sat ..... to each other.

[Choose the appropriate (opposite/behind)]

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

(a) Essentials of good customer service

(b) Workplace Etiquette

5. Prepare a brief CV (Curriculum Vitae) for a job that you wish to join. Organize your points under various headings like educational qualifications, professional experience etc. 10

6. Prepare a job application letter in response to an advertisement for the post of a marketing manager in a corporate firm. 10
  
7. You are planning to appear for an interview for the position of receptionist in a reputed English Training Institute. Write out ten questions you expect to be asked and your answers to these questions. 10
  
8. Write an outline of a presentation on the following topic : 10  
  
Your town/city/village