

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

**Term-End Examination**

00026

**June, 2015**

**BEG-006 : JOINING THE WORKFORCE**

*Time : 3 hours*

*Maximum Marks : 100*

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

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

Paper is different from other waste produce because it comes from a sustainable resource – trees. Unlike the minerals and oil used to make plastics and metals, trees are replaceable. Paper is also biodegradable, so it does not pose as much threat to the environment when it is discarded. While 45 out of every 100 tonnes of wood fibre used to make paper comes from waste paper, the rest comes directly from virgin fibre from forests and plantations. By world standards, this is a good performance for our country since the

world-wide average is 33 percent waste paper. Governments have encouraged waste paper collection and at the same time, the paper industry has responded by developing new recycling technologies that have paved the way for even greater utilisation of used fibre. As a result, industry's use of recycled fibre is expected to increase at twice the rate of virgin fibre over the coming years. (Para 1)

Already, waste paper constitutes 70% of paper used for packaging and advances in the technology required to remove ink from the paper have allowed a higher recycled content in newsprint and writing paper. To achieve the benefits of recycling, the community must also contribute. We need to accept a change in the quality of paper products : for example, stationery may be less white and of a rougher texture. (Para 2)

There also needs to be support from the community for waste paper collection programmes. Not only do we need to make the paper available to collectors but it also needs to be separated into different types and sorted from contaminants such as staples, paper-clips, string and other miscellaneous items. (Para 3)

There are technical limitations to the amount of paper which can be recycled and some paper products cannot be collected for re-use. These include paper in the form of books and records, photographic paper, etc. The four most common sources of paper for recycling are factories and retail stores which gather large amounts of packaging material in which goods are delivered. Also, offices which have unwanted business documents and computer output paper converters and printers and lastly households which discard newspapers and packaging material. (Para 4)

Once collected, the paper has to be sorted by hand by people trained to recognize various types of paper. The sorted paper then has to be repulped or mixed with water and broken down into its individual fibres. This mixture is called stock and may contain a wide variety of contaminating materials. Various machinery is used to remove other materials from the stock. (Para 5)

After passing through the repulping process, the fibres from the printed waste paper are grey in colour because the printing ink has soaked into the individual fibres. This recycled material

can only be used in products where the grey colour does not matter, such as cardboard boxes. But if the grey colour is not acceptable, the fibres must be deinked. This involves adding chemicals such as caustic soda, soaps and detergents, etc. Before the recycled fibres can be made into paper they must be refined or treated in such a way that they bond together. (Para 6)

Answer the following questions :

- (a) There are 6 paragraphs in the passage above. Match paragraphs 1 – 6 with the appropriate headings listed below (i– vii) 6
- (i) Society and government
  - (ii) Collecting paper for re-use
  - (iii) Increased use of recycled paper
  - (iv) Preparing the stock
  - (v) Encouragement from society essential
  - (vi) Removing the ink
  - (vii) Improving the quality of paper
- (b) Find the words in the reading passage that have the following meanings : 7
- (i) thrown away \_\_\_\_\_ (Para 1)
  - (ii) separated \_\_\_\_\_ (Para 3)

- (iii) restrictions \_\_\_\_\_ (Para 4)
  - (iv) identify \_\_\_\_\_ (Para 5)
  - (v) improved upon \_\_\_\_\_ (Para 6)
  - (vi) to subject to a process or action \_\_\_\_\_ (Para 6)
  - (vii) remain together \_\_\_\_\_ (Para 6)
- (c) Re-read the passage and complete the summary below. Fill in each blank with *one* word from the passage.

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From the point of view of recycling, paper has two advantages : firstly, it comes from a resource which is 1 and secondly, it is less harmful to the environment when we throw it away because it is 2 . Although our country's record in the re-use of waste paper is good, it is still necessary to use a combination of recycled fibre and 3 fibre to make new paper. The paper industry has contributed positively and people have also been encouraged by 4 to collect their waste on a regular basis. One major difficulty is the removal of ink from used paper but 5 are being made in this area. However, we need to learn to accept paper which is generally of a lower 6 than before and to sort our waste paper by removing 7 before throwing it out for collection.

(d) Using words from the passage, complete the flow chart below on paper recycling.

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(i) Waste paper is collected from factories, stores, \_\_\_\_\_, paper converters and printers and from households.

(ii) The paper is then \_\_\_\_\_, and

(iii) \_\_\_\_\_ by adding water.

(iv) Chemicals are added in order to \_\_\_\_\_.

(v) The fibres are then \_\_\_\_\_.

2. Answer any *five* of the following questions based on your reading of your course material :

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(a) What are some of the criteria used to select candidates in an interview ?

(b) While reading a job advertisement, what are the important points that one should note down about the job ?

(c) What kind of information would you include in your curriculum vitae ? (List out according to importance)

(d) What are the three stages of giving a presentation ? What should you plan to say in these three stages ?

(e) Why should you send a covering letter or letter of application along with your job application ? What are the three objectives that you must attempt to do in a covering letter ?

(f) List out the four points that must be included in a formal letter.

3. What would you say in the following situations ?  
(Use appropriate polite forms and other expressions)

Do any *three*. Write short dialogues.

- (i) The booking clerk at the railway station has given you the wrong ticket. What will you say to him/her ?
- (ii) You want to inquire about show timings for the latest film at the PVR cinema. Write a dialogue.
- (iii) Write a formal dialogue between you and your boss's wife regarding your boss's health.
- (iv) Your neighbour wants you to look after her 5-year-old son while she goes out shopping. Politely refuse to do so, giving suitable reasons.

4. (a) Read each sentence below, which has four underlined parts. In one part, there is a grammatical error. Write the number of the part which has an error, as your answer.

(i) He wants to take revenge  
1 2  
on all those who cheated him.  
3 4

(ii) Historians say that  
1 2  
an ancient King had twenty six wives.  
3 4

(iii) How long is your workplace  
1 2 3  
from your residence ?  
4

(iv) She took nothing else with her  
1 2 3  
than a few books.  
4

(v) Send us the details until Friday  
1 2  
so that we can decide  
3  
on further action.  
4



(b) Fill in the blanks with correct prepositions.  
Choose 1, 2, 3, or 4.

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(i) Mr. Burman has a very good taste  
\_\_\_\_\_ music.

(1) for

(2) at

(3) in

(4) to

(ii) Other than some minor incidents,  
the curfew went \_\_\_\_\_  
peacefully.

(1) on

(2) off

(3) through

(4) for

(iii) Jawaharlal Nehru's birthday is  
celebrated \_\_\_\_\_ 14<sup>th</sup> November.

(1) in

(2) of

(3) by

(4) on

(iv) Mr. Nair parked his car \_\_\_\_\_  
the shade of a tree.

(1) in

(2) under

(3) on

(4) for

(v) Some students have not seen their parents \_\_\_\_\_ the past five years.

(1) since

(2) beyond

(3) for

(4) from

5. (a) Fill in the blanks in the following telephone conversation with words or expressions from the box (1 - 9).

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(i) \_\_\_\_\_, how can I help you ?

(ii) \_\_\_\_\_ to Mr. Avinash please ?

(iii) I'm sorry, Mr. Avinash \_\_\_\_\_ at the moment.

(iv) \_\_\_\_\_ a message with you ?

(v) Oh sure ! I will \_\_\_\_\_ to him as soon as he comes.

(1) is not in

(2) tell

(3) This is Meena talking

(4) May I speak

(5) This is Meena speaking

(6) Can I leave

(7) Can I take

(8) give

(9) pass it on

- (b) Here are some words in column A (i – v) which describe positive qualities at the workplace. Match them with the meanings in column B (1 – 7).

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*Column A*

*Column B*

- |                           |                                |
|---------------------------|--------------------------------|
| (i) punctual              | (1) sure of oneself            |
| (ii) interpersonal skills | (2) on time                    |
| (iii) appearance          | (3) sincere and<br>industrious |
| (iv) self-confidence      | (4) well-dressed               |
| (v) hard work             | (5) friendly                   |
|                           | (6) wears expensive<br>clothes |
|                           | (7) talks too much             |

6. Infosciences Limited has given an advertisement for Human Resource Manager in their Hyderabad Office.

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- (a) Write a letter of application giving your qualifications, experience, etc. requesting them for an interview.
- (b) Also, prepare a CV in the correct format and send it along with your application.

7. Write an informal letter on any *one* of the following :

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- (a) Your friend has joined a new company for a new job. Ask him for a description of his/her new job and also to join you for the Diwali festival holidays.

**OR**

- (b) Invite your friend to your wedding giving all the necessary details.

8. Write a description about a company/organization that you know well, with details about size, type, location, etc.

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**OR**

Write a description about an entrepreneur or industrialist who you admire most, giving details about name, position, achievements, etc.