BEGLA–136

B. A. (GENERAL)/B. A. (HONOURS) ENGLISH/B. A. (0VOCATIONAL STUDIES) MICRO SMALL AND MEDIUM ENTERPRISES (BAG/BAEGH/BAVMSME) (CBCS)

Term-End Examination

December, 2024

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 :   10×1=10

	Column–A		Column–B
(i)	Visionary	(a)	abundance or excess of something

(ii)   Philanthropic   (b)   a situation
                                that is too
                                dominating

(iii) Plethora   (c)   arranged in
                                order of time
                                of occurrence

(iv)   Dynamic   (d)   general
                                agreement

(v)   Persuade   (e)   capacity   to
                                organise   and
                                manage   a
                                business
                                venture

(vi)   Opinionated   (f)   person   or
                                organisation
                                helping those
                                in need

(vii) Overwhelming   (g)   convince
                                another
                                person   about
                                something

(viii)	Chronological	(h)	a person who is forceful and vigorous
(ix)	Entrepreneurship	(i)	someone with distinct opinions and puts them across aggressively
(x)	Consensus	(j)	person who imagines the future and plans accordingly

2. Make sentences using the following words :

5×2=10

(i) Competence

(ii) Tangible

(iii) Concise

(iv) Innovative

(v) Exceptional

3. (i) Rewrite the following sentences as directed : 5×1=5

   (a) The President unfolded the flag on Republic Day.

   (Change into passive voice)

   (b) They announced the winners of the Arjun awards yesterday.

   (Change into passive voice)

   (c) The train will leave in .... hour. (Fill in the blanks with the correct

   article)

   (d) .... Nile is the longest river on earth.

      (Fill in the blank with the correct article)

   (e) .... elephant is the largest land animal.

      (Fill in the blank with the correct

   article).

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

    (a) Your job will include .... (type)
letters.   (Complete   using   the
appropriate gerund form of the verb in
brackets)

    (b) Please   remove   the   .... (break)
chairs from this hall. (Complete using
correct participle form of the verb in
brackets).

    (c) .... if we did not accept their
invitation.

        (Complete with an appropriate clause)

    (d) I   am   sure   your   boss   ....
(understand) if you explained the
situation to him. (Use the correct form
of the verb in brackets).

    (e) .... (will) you mind if I used mobile
phone ?   (Use the correct form of the
verb in brackets).

(f) The prices of vegetables .... (rise) if we do not get enough rains. (Use the correct form of the verb in brackets).

(g) We are looking for someone .... (who, whom, which) has a proven record of excellence. (Choose the correct word from the brackets)

(h) We .... (should/need) go through the contract carefully before signing it. (Complete using the correct word from the brackets)

(i) The success of the project depends on proper .... (implement). (Use the correct form of the word in brackets)

(j) The applicants .... (queue) up yesterday to buy the forms. (Use the correct form of the word in brackets)

4. Write short notes on any *two* of the following in
    around **150** words each :   10×2=20

    (a) Body language during an interview

    (b) Workplace etiquette in a multicultural
         workplace

    (c) Qualities of a good customer service
         executive

5. You have been asked to deliver a speech to a
    group of high school students on the topic,
    "Effective Time Management". Write out your
    speech (in around **150** words)   10

6. Write an official letter of application in
    response to an advertisement for the post of
    Customer Service Manager in a reputed
    organisation. Your application should show how
    your skills and experience match the
    requirements of the job.   10

7. You will be attending an interview for the post of Analyst in a reputed firm. Write out six questions you expect to be asked and the answers you plan to give. 10

8. Prepare the outline of a presentation on the topic : 15

   "Skills essential for an effective team leader."

   Your presentation should be well-structured.

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