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BEGLA-136

B. A. (GENERAL)

(BAG)

Term-End Examination

December, 2025

BEGLA-136 : ENGLISH AT THE WORKPLACE

Time : 3 Hours

Maximum Marks : 100

***Note :** This question paper consists of two Sections—Section A and Section B. Both Sections are compulsory.*

Section—A

***Note :** Attempt any **two** of the following questions.* *2×10=20*

1. Use the following words in sentences of your own :

(a) Internet

- (b) Multinational
 - (c) Advertisement
 - (d) Receptive
 - (e) Strategy
2. You are interested in applying for the position of an advertising professional in an advertising agency. Write an application for this position showing how you are suitable for this job.
3. Discuss how body language can be used effectively during interviews.
4. Write short notes on the following :
- (a) Gender perceptions
 - (b) Cultural awareness at the workplace

Section—B

Note : Attempt any four of the following questions. 4×20=80

1. Write a profile of any *one* person in your college/workplace in about **400-450** words.

2. What do you understand by 'Creative Job Hunting' ? Explain with suitable examples.
3. Prepare a CV (Curriculum Vitae) for a job that you wish to apply for. Organize your points under various headings like educational qualifications, professional qualifications etc.
4. You are planning to appear for an interview for the position of an Assistant Manager in a HR firm. Write about ten questions you expect to be asked and your answers/ responses to these questions.
5. Write out a speech you have been asked to deliver to a group of young persons in your community on 'importance of discipline in life'.

6. Discuss the do's and don'ts while writing business e-mails by giving suitable examples.

7. What is the purpose of discussions in a recruitment process ? Identify the skills and attitudes needed when participating in a discussion.

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