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BEGLA-136

**B. A. GENERAL (BAG)/
B. A. (VOCATIONAL STUDIES)
MICRO, SMALL AND MEDIUM
ENTERPRISES (BAVMSME)**

Term-End Examination

June, 2025

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) Empathy

unintentionally.

- (ii) Static ability to understand and respect differences in the backgrounds of people.
- (iii) Predictability being sensitive to the feelings of others.
- (iv) Credentials not changing for a long time.
- (v) Cultural something that competence obstructs progress.
- (vi) Attributes something that can be clearly perceived or felt.
- (vii) Inadvertently evidence of one's abilities and experience.

(viii) Brainstorming degree to which something can be known in advance.

(ix) Roadblock qualities or characteristics.

(x) Tangible a meeting to discuss several ideas and collectively choose the best one.

2. Make sentences using the following words :

5×2=10

(i) Dynamic

(ii) Adaptability

(iii) Dedication

(iv) Overwhelming

(v) Persuade

3. (a) Rewrite the following sentences as directed : $5 \times 1 = 5$

(i) Gandhiji taught the world, the doctrine of non-violence.

(Change into Passive Voice)

(ii) A famous artist drew this portrait.

(Change into Passive Voice)

(iii) I bought dozen oranges.

(Complete the sentence with the appropriate article)

(iv) He reads 'Bhagvadgita' everyday.

(Complete the sentence with the appropriate article)

- (v) Congo is the longest river
in Central Africa.

(Complete the sentence with
the appropriate article)

- (b) Fill in the blanks as indicated : $10 \times 1 = 10$

- (i) Think carefully before
your new assignment.

(Complete the sentence using the
appropriate gerund form of 'join')

- (ii) I think a line is (miss) in
the letter. Please insert it.

(Complete using the correct form
of the word in bracket)

- (iii) If you drink impure water, you
..... (fall) sick.

(Use the correct form of
the verb in bracket)

- (iv) This is the kind of music that I like
to listen

(Use the appropriate preposition)

- (v) He was born a small
village in Bengal.

(Use the appropriate preposition)

- (vi) In spite of the bad weather, he
..... (pilot) the plane skillfully.

(Use the correct form of the

word in bracket)

- (vii) The applicant (must/
need) include the names of two
referees.

(Fill in the blank choosing the correct

word from the bracket)

(viii) The team of doctors
(conduct) a survey of patients, and
then gave them the vaccination.

(Use the correct form of the
word in bracket)

(ix) The recruiters were looking for
someone has considerable
experience in that field (who,
whom, which).

(Fill in the blank choosing the correct
word from the bracket)

(x) I think you (should, must,
ought) stop worrying and
concentrate on your work.

4. Write short notes on any *two* of the following in around **150** words each :

2×10=20

- (i) Establishing good relationship with customers
 - (ii) Work ethics and the workplace
 - (iii) Preparing for an interview
5. You have been asked to deliver a speech to a group of high school students on the topic : “Choosing the right career.” 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 Analyst in a reputed firm. 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 Research Officer in an institution that has a global presence. Write out *six* questions you expect to be asked and the answers you plan to give. 10
8. Prepare the outline of a well-structured presentation on the topic : 15
- “Importance of good communication skills in the workplace.”

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