

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

Term-End Examination

December, 2024

BEG-006 : JOINING THE WORKFORCE

Time : 3 Hours

Maximum Marks : 100

Note : *All questions are compulsory.*

1. Read the following passage carefully and answer the questions given below :

English is a language that transcends borders, cultures, and continents. Its significance in our daily lives cannot be overstated. Whether we use it as a primary language or as a second language, English has become an integral part of our daily routines.

In today's globalized world, English serves as a bridge that connects people from different linguistic backgrounds. It is the lingua franca of international business, diplomacy, and

academia. English proficiency opens up countless opportunities for individuals, allowing them to communicate and collaborate with others worldwide. For instance, in multinational corporations, English is the language of meetings, e-mails, and reports. Proficiency in English is often a prerequisite for career advancement.

Moreover, the internet, with its vast repository of information, is predominantly in English. From websites and social media to online courses and research papers, English is the medium through which we access and share knowledge. Being able to navigate the digital realm effectively requires a good command of the language.

In education, English is a vital tool. It is the medium of instruction in many countries and is the key to accessing a world-class education. Students who are proficient in English have access to a wider range of educational resources

and can participate in exchange programs, enhancing their overall learning experience.

English also plays a significant role in the entertainment industry. From Hollywood movies to international music hits, much of the world's popular culture is expressed in English. This exposure to English through entertainment not only entertains but also helps improve language skills.

Furthermore, English is essential for travel. It serves as a universal language that can help tourists communicate with locals in various parts of the world. From ordering food to asking for directions, English can make travel more convenient and enjoyable.

(I) Answer the following questions :

- (a) Give an appropriate title to the passage. 2
- (b) How does English serve as a bridge between people of different linguistic backgrounds ? 2

- (c) In what ways does English proficiency impact career opportunities in today's globalized world ? 2
- (d) Why is English important in the digital age, especially in accessing information on the internet ? 2
- (e) How does English contribute to a student's access to quality education and international opportunities ? 4
- (f) Can you provide examples of how English is used in the entertainment industry and during travel ? 2
- (II) Find words from the passage that have similar meanings to those given below : 2
- (i) Important
- (ii) Suitable
- (III) Give opposites of the following words from the passage : 4
- (i) Understate
- (ii) Incompetent
- (iii) Inconvenient
- (iv) Unpopular
- (v) Unintelligent
- (vi) Narrow

2. Answer the following questions :

- (a) What are the points that are most important in planning a formal speech ? List at least *five* of them. State why they are important and how the formal speech would suffer if these points were not adhered to. 5
- (b) Imagine that you are the CEO in a firm. You, Ms. Gill, have been asked to give a speech in front of all the staff of your company on the promotion of your colleague. Write your speech to be delivered on the occasion. 5
- (c) What is the importance of confidence during an interview ? What do you think it can reveal about you to the interviewer ? 5

3. Here are three situations. You are to speak/write in each of these situations. Use polite language when you speak :

- (a) Your friend had appeared for a competitive exam and has been informed that he has not been selected. Ask him about the exam and what went wrong. Advise, him on how to tackle the exam in future and enquire

what other options are available to him.
(Use the dialogue form). 5

- (b) You are planning a visit to the Public Museum. Talk to the manager of the museum on the telephone and find out about the ticket prices, and the timings of the museum along with. Ensure that you ask for discounted cheap tickets. (Use the dialogue form). 5

- (c) Write an e-mail to your family requesting them to visit you in the upcoming holidays at your workplace in Hyderabad for a month. Let them know about the tickets and the short trip you have planned for them. 5

4. (a) Fill in the blanks with suitable passive verb forms : 5

The wedding procession was yet
(start). They (wait) for us to (reach).
We (decide) not (dance) at
all.

- (b) Fill in the blanks with appropriate determiners/quantifiers : 5

Paris is ____ capital of France. I'd like to visit it one day. It is one of _____ most places known for fashion. Paris is one of _____ most beautiful cities in the world. It is known worldwide for _____ Louvre Museum, Notre-Dame cathedral, and _____ Eiffel tower.

5. Fill in the blanks in the following sentences choosing the most appropriate forms of the word(s) given in brackets :

- (i) When I (a) (visit) at the Palace in the morning sunlight, I was amazed. It (b) (appear) an architectural wonder. I (c) (see) it from different angles and (d) (click) photos. Perhaps my movements (e) (make) the guards suspicious. 5

- (ii) It is argued that India (a) (take) rapid strides in science in the coming years. For that we (b) (require)

good science teachers, labs and equipment. Unfortunately, the existing scenario (c) (not present) an encouraging sight. The nation (d) (lack) administrators with a vision. Scientists (e) (be) more interested in foreign assignments than research at home. 5

6. Write a paragraph guiding newly appointed employees to help settle down in the company. Here are some points you may consider :

(250 words) 15

- (i) Importance of punctuality
- (ii) Coordination with fellow employees
- (iii) Maintaining discipline

7. Write a profile of your Head/Boss under whom you work. You admire her as a role model.

Here are some points (250 words) : 15

(Leader, Motivator, Empathetic, Receptive of ideas)

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