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BEGLA-136

B. A. (GENERAL) ENGLISH

(BAG)

Term-End Examination

June, 2026

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) Persuasive

- (b) Visionary
 - (c) Recruitment
 - (d) Boom
 - (e) Profile
2. You are interested in applying for the position of an editor in a publishing house. Write an application for this position, showing how you are suitable for this job.
3. What is a portfolio ? Explain the importance of having a portfolio.
4. Discuss the various characteristics of Work Ethics, by giving suitable examples.

Section—B

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

1. Discuss some of the personal, social and professional qualities required to be successful at the workplace.

2. Describe yourself. Write about your dreams and how do you plan to make them a reality.
3. Discuss various steps involved in responding to a classified job advertisement by giving suitable examples.
4. Prepare a CV (Curriculum Vitae) for a job that you wish to apply for organize your points under various headings like educational qualification, etc.
5. You are planning to appear for an interview for the position of a communication expert in a PR firm. Write down ten meaningful questions you expect to be asked and your answers/responses to these questions.

6. Write a speech you have been asked to deliver at your workplace on 'Gender and Culture Sensitivity at the Workplace.'
7. What is the importance of presentations ?
Write down an outline of a presentation on 'Essentials of Good Customer Service.'

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