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BEGLA-136

B.A. GENERAL (BAG)
Term-End Examination
February, 2021

15860

BEGLA-136 : ENGLISH AT THE WORKPLACE

Time : 3 hours

Maximum Marks : 100

Note : *All questions are compulsory. Answer all questions.*

- ✓ 1. Match the words in *Column A* with their meanings in *Column B*. 10×1=10

<i>Column A</i>	<i>Column B</i>
✓ (i) Assertive	✓ (a) Start something
✓ (ii) Interrogate	✓ (b) Real, able to be shown and experienced
✓ (iii) Commendation	✓ (c) A brilliant idea that occurs suddenly
✓ (iv) Adaptability	✓ (d) Coming before
✓ (v) Cultural competence	✓ (e) Speaking or acting in a forceful way
✓ (vi) Prior	✓ (f) Expressing much in a few words

- (vii) Initialise (u) An official award or recommendation
- (viii) Brainwave (h) Ability to adjust to new situations
- (ix) Concise (i) Ability to understand differences in the backgrounds of people
- (x) Tangible (j) Question

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

- (a) The _____ (type) letters are ready for dispatch. (Use appropriate form of 'type')
- (b) I think a line is _____ (miss) in the letter. (Use correct form of 'miss')
- (c) After the Chairman resigned, the Deputy Chairman _____ (shoulder) all the responsibilities of the organisation. (Use the correct form of 'shoulder')
- (d) Please have these letters _____ (dispatch). (Use correct form of 'dispatch')
- (e) You should try to keep on _____ (upgrade) your skills. (Use correct form of 'upgrade')

2. Make sentences using the following words : 5 × 2 = 10

- (i) Convey
- (ii) Assess
- (iii) Update
- (iv) Mutual
- (v) Etiquette

3. (i) Rewrite the following sentences changing them from the active voice to passive voice. 5 × 1 = 5

- (a) Columbus discovered America.
- (b) The police arrested him.
- (c) The Committee selected a new Chairperson today.
- (d) The farmer gathered the harvest.
- (e) Kalidasa wrote the Sanskrit play 'Abhijnanasakuntalam'.

- (f) This portrait was painted _____ a famous artist. (Use the correct preposition)
- (g) The express train is due _____ 3 pm. (Use the correct preposition)
- (h) I insisted _____ going. (Use the correct preposition)
- (i) Sri Lanka is _____ island. (Use the correct article)
- (j) _____ Ganga is worshipped as a sacred river. (Use the correct article)

4. Write short notes on the following :
(around 150 words each) 2×10=20

- (i) Organising a portfolio
- (ii) The importance of interpersonal skills at the workplace

5. Prepare your brief CV (Curriculum Vitae) clearly mentioning your education, skills, professional experience and interests. 10

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

7. As the head of a marketing firm, you are interviewing candidates for the post of an analyst. Write down ten questions you would ask to assess the candidate's suitability for the position. 10

8. Prepare the outline of a presentation on the topic :
"How to Develop Effective Communication Skills."
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