



NEERAJ®

ENGLISH AT THE WORKPLACE

B.E.G.L.A.-136

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**NEERAJ
PUBLICATIONS**

(Publishers of Educational Books)

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Website: www.neerajbooks.com

MRP ₹ 280/-

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QUESTION PAPER

June – 2024

(Solved)

ENGLISH AT THE WORKPLACE

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Time: 3 Hours]

[Maximum Marks: 100

Note: All questions are compulsory.

Q. 1. Match the words in Column A with their meanings in Column B:

Column A

- (a) Results that are easy to see
- (b) Evidence that shows people your abilities
- (c) Ornamental objects of no great value
- (d) Arranged in order of time of occurrence
- (e) An object produced or shaped by human craft
- (f) An official award or a recommendation
- (g) Expressing much in few words
- (h) Coming before
- (i) People in charge of hiring new employees
- (j) Starting something

Ans. Column A

- (a) Results that are easy to see
- (b) Evidence that shows your abilities
- (c) Ornamental objects of no great value
- (d) Arranged in order of time of occurrence
- (e) An object produced or shaped by human craft
- (f) An official award or recommendation
- (g) Expressing much in few words
- (h) Coming before
- (i) People in charge of hiring new employees
- (j) Starting something

Q. 2. Make sentences using the following words:

- (a) Innovative, (b) Creativity, (c) Ambition, (d) Teamwork, (e) Dedication.

Ans. (a) **Innovative:** The company's innovative approach to technology has set it apart from its competitors.

(b) **Creativity:** Her creativity in solving complex problems has earned her recognition in the industry.

(c) **Ambition:** His ambition to become a leader in his field drives him to work long hours and pursue continuous learning.

(d) **Teamwork:** Effective teamwork is essential for the success of any project, as it combines diverse skills and perspectives.

(e) **Dedication:** Her dedication to improving customer service has resulted in significantly higher client satisfaction rates.

Column B

- (i) Commendation
- (ii) Frills
- (iii) Chronological
- (iv) Artifact
- (v) Credentials
- (vi) Tangible
- (vii) Prior
- (viii) Concise
- (ix) Initializing
- (x) Recruiters

Column B

- (vi) Tangible
- (v) Credentials
- (ii) Frills
- (iii) Chronological
- (iv) Artifact
- (i) Commendation
- (viii) Concise
- (vii) Prior
- (x) Recruiters
- (ix) Initializing.

Q. 3. (a) Rewrite the following sentences changing them from the active voice to passive voice:

(i) The teacher is teaching the course.

(ii) Ram draws the painting.

(iii) Everyone likes sweets.

(iv) Shyam is buying a new house.

(v) Have you completed your assignment?

Ans. (i) The course is being taught by the teacher.

(ii) The painting is drawn by Ram.

(iii) Sweets are liked by everyone.

(iv) A new house is being bought by Shyam.

(v) Has your assignment been completed?

(b) Fill in the blanks as indicated:

(i) Think carefully before (join) your new assignment. (Complete using gerund of join)

QUESTION PAPER

December – 2023

(Solved)

ENGLISH AT THE WORKPLACE

B.E.G.L.A.-136

Time: 3 Hours]

[Maximum Marks: 100

Note: All questions are compulsory.

Q. 1. Match the words in Column A with their meanings in Column B:

Column A	Column B
(a) profile	(i) not late
(b) receptive	(ii) the ability to see what will probably happen in future
(c) firm	(iii) the practice of helping the poor or those in need
(d) punctual	(iv) away of entering or reaching a place
(e) foresight	(v) not moving or changing
(f) philanthropy	(vi) strong and steady
(g) access	(vii) ready to listen to new ideas
(h) static	(viii) a short description of somebody/ something that gives useful information
(i) creative	(ix) a person who prefers social interaction than being alone
(j) extrovert	(x) connected with producing new things

Ans. Column A

Column B

(a) profile	(viii) a short description of somebody/something that gives useful information
(b) receptive	(vii) ready to listen to new ideas
(c) firm	(vi) strong and steady
(d) punctual	(i) not late
(e) foresight	(ii) the ability to see what will probably happen in future
(f) philanthropy	(iii) the practice of helping the poor or those in need
(g) access	(iv) a way of entering or reaching a place
(h) static	(v) not moving or changing
(i) creative	(x) connected with producing new things
(j) extrovert	(ix) a person who prefers social interaction than being alone

Q. 2. Make sentences using the following words:

(a) Informal, (b) Acronym, (c) Medium, (d) Recruitment, (e) Stress

Ans. (a) **Informal:** The team had an informal meeting to discuss the project ideas over coffee.

(b) **Acronym:** NATO is an acronym for the North Atlantic Treaty Organisation.

(c) **Medium:** Television remains a popular medium for advertising to a wide audience.

(d) **Recruitment:** The company launched a new recruitment drive to hire talented graduates.

(e) **Stress:** She practices yoga daily to manage the stress of her demanding job.

Q. 3. (a) Rewrite the following sentences changing them from the active voice to passive voice:

(i) They elected a new chairperson yesterday.

(ii) His grandfather looked after him.

(iii) I am eating food.

(iv) They had done the work.

(v) John wrote a book.

Ans. (i) A new chairperson was elected by them yesterday.

(ii) He was looked after by his grandfather.

(iii) Food is being eaten by me.

(iv) The work had been done by them.

(v) A book was written by John.

Sample Preview of The Chapter

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ENGLISH AT THE WORKPLACE

Profiling Oneself for the Job



INTRODUCTION

It is very important to get prepared for achieving at the workplace. Among the different requirements for being ready to face for the job, one must be able to speak and write about oneself. Further, he should be able to confidently introduce himself and deal with a large number of unknown persons besides getting ready for venturing into new areas for successfully adjusting to the new job and its challenges. Getting the right type of work or employment is extremely crucial for a youngster in order to pursue a good career as well as earn livelihood. After completing formal education, generally people develop confusions relating to the available job opportunities and their future life. Different persons may look for jobs fulfilling different objectives. While one may look for a job by which he can achieve his long term goals such as job security, job satisfaction, etc. while some others may look for an opportunity which has the highest present salary. Above all, preparation is always better and once we are ready from our side, it becomes easier to find out a suitable work.

CHAPTER AT A GLANCE

READING COMPREHENSION: A PROFILE

You must have heard of William (Bill) H. Gates, Chairman of Microsoft Corporation, who is among the world's richest people. Read his profile and answer the questions that follow.

William (Bill) H. Gates is the principal founder of Microsoft Corporation, the worldwide leader in software, services and solutions, that help people and businesses realize their full potential. Microsoft had revenues of US\$ 39.79 billion for the fiscal year ending June 2005, and employs more than 61,000 people in 102 countries and regions.

On June 15, 2006, Microsoft announced that effective July 2008 Gates will move out of a day-to-day role in the company and spend more time on his global health and education work at the Bill and Melinda Gates Foundation. After July 2008, Gates served as Microsoft's Chairman till February 2014. Subsequently, he took on the post of Technology Advisor to support the newly appointed CEO Satya Nadella.

Born on Oct. 28, 1955, Gates grew up in Seattle with his two sisters. Their father, William H. Gates II, is a Seattle attorney. Their late mother, Mary Gates, was a school teacher, University of Washington Regent, and Chairwoman of United Way International.

Gates attended a public elementary school and the private Lakeside School. There, he discovered his interest in software and began programming computers at the young age of 13. In 1973, Gates entered Harvard University as a freshman. While at Harvard, Gates developed a version of the programming language BASIC for the first microcomputer – the MITS Altair. In his junior year, Gates left Harvard to devote his energies to Microsoft, a company he had begun in 1975 with his childhood friend Paul Allen. Guided by a belief that the computer would be a valuable tool on every office desktop and in every home, they began developing software for personal computers. Gates' foresight and his vision for personal computing have been central to the success of Microsoft and the software industry.

Under Gates' leadership, Microsoft's mission has been to continually advance and improve software technology, and to make it easier, more cost-effective and more enjoyable for people to use computers. The company is committed to a long-term view, reflected in its investment of approximately \$6.2 billion on research and development in the 2005 fiscal year.

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In 1999, Gates wrote *Business @ the Speed of Thought*, a book that shows how computer technology can solve business problems in fundamentally new ways. The book was published in 25 languages and is available in more than 60 countries. *Business @ the Speed of Thought* has received wide critical acclaim, and was listed on the best-seller lists of the *New York Times*, *USA Today*, *the Wall Street Journal* and *Amazon.com*. Gates' previous book, *The Road Ahead*, published in 1995, held the No. 1 spot on the *New York Times*' bestseller list for seven weeks.

Gates has donated the proceeds of the book to non-profit organizations that support **Profiling Oneself for the Job** the use of technology in education and skills development.

In addition to this love of computers and software, Gates founded Corbis, which is developing one of the world's largest resources of visual information – a comprehensive digital archive of art and photography from public and private collections around the globe. Philanthropy is also important to Gates. He and his wife, Melinda, have endowed a foundation with more than \$28.8 billion (as of January 2005) to support philanthropic initiatives in the areas of global health and learning, with the hope that in the 21st century, advances in these critical areas will be available for all people.

Gates was married on Jan. 1, 1994, to Melinda French Gates. They have three children. Gates is an avid reader, and enjoys playing golf and bridge. (from the Internet last updated June 2006)

ACTIVITY - 1

Q. 1. Who is William (Bill) Gates?

Ans. William (Bill) Gates is the principle founder and Chairman of Microsoft Corporation and he is among the world's richest people.

Q. 2. What is Microsoft Corporation?

Ans. Microsoft Corporation is the world leader in software, services and solutions to help individuals/businesses in achieving their full potential. The company employs more than 61000 people in more than 100 countries of the world and had revenues of US\$ 39.79 billion during the year 2005.

Q. 3. Why did Gates start Microsoft Corporation?

Ans. Bill Gates started Microsoft Corporation in the year 1975 with his childhood friend Paul Allen. They believed that computer would become an extremely valuable tool present on the desktop of every office as

well as in every home and they started developing software for personal computers. The foresightedness of Gates for personal computing has been crucial to the success of his company and the entire computer software industry.

Q. 4. What is the Mission of Microsoft?

Ans. Under the able leadership of Bill Gates, the mission of Microsoft Corporation was to continually advance and improve software technology, and to make it easier, more cost effective and enjoyable for people to use the computer. It has a long-term view which is shown by its investment of approximately \$6.2 billion on research and development during 2005.

Q. 5. Besides being interested in computers, what are the two other things Gates is known for?

Ans. Besides being interested in computers, Bill Gates founded a company named Corbis to develop one of the world's largest resources of visual information including digital art and photography from public/private collections from the world. Besides these, Bill Gates is a great philanthropist. He and his wife, Melinda, have endowed a foundation with more than \$28.8 billion to support philanthropic initiatives in the areas of global health and learning.

Q. 6. What are the things Gates likes to do in his leisure time?

Ans. Bill Gates has a keen interest in reading. He also enjoys playing golf and bridge in his leisure time.

Q. 7. Complete the following sentences.

- (i) Bill Gates was born.....
- (ii) He started showing interest in.....when.....

(iii) Gates went to Harvard University and while studying at Harvard, Gates.....

(iv) In 1975, Gates started.....

(v) In 1999 he wrote.....The book tells the reader.....

(vi) In 1994, Gates marriedand they have.....

Ans. (i) on 28th October, 1955.

(ii) software and began programming computers, he was only 13 years.

(iii) in 1973 as a freshman, developed a version of programming language BASIC for the first micro-computer.

(iv) a company named Microsoft.

(v) a book named *Business @ the speed of thought*, how computer technology can solve business problems in new ways.

(vi) Melinda on 1 January, 1994, three children.

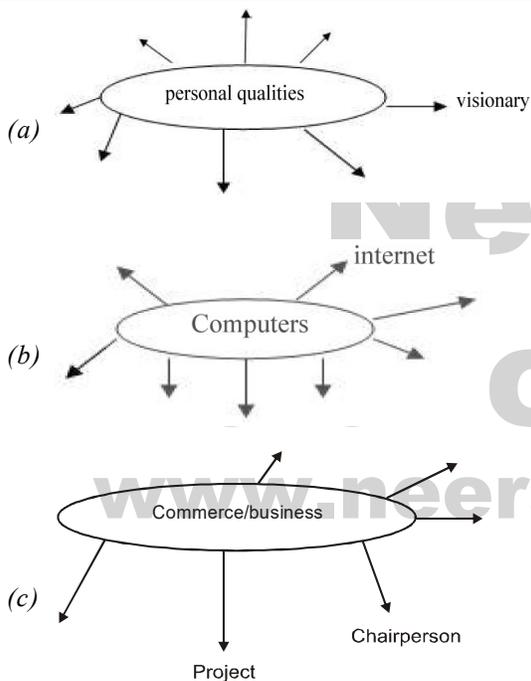
VOCABULARY : PERSONAL, SOCIAL AND PROFESSIONAL QUALITIES

Talking about people, the business world and computers

ACTIVITY - 2

Q. 1. Look at the following jumbled words which are taken from the profile of Bill Gates. Put them in their appropriate webs. Add more words of your own.

Leadership, revenue, software programming, internet, access, visionary, BASIC, fiscal year, philanthropic, chairperson, organization, foresight, cost effective, personal computer, language, Microsoft, global company



Ans. The above words can be grouped together under headings: Personal attributes, Computer related terms and Commercial/business terms.

Attributes of a person: Leadership, visionary, philanthropic, foresight, energies, belief,

Computer related terms: Software programming, Internet access, BASIC, personal computer, Language, Microsoft, software solutions, Desktop,

Commercial/Business terms: Revenue, Fiscal Year, Chairperson, Organization, cost effective, Global Company, Technology advisor, Mission, Research and Development.

Q. 2. In order to be successful at the workplace you need personal, social and professional qualities. You will find words related to these qualities in the box given below. Put the words in their appropriate lists. You will find that some words fit into more than one list.

team leader	motivator	leadership
soft spoken	open minded	conflict resolution
disciplined	receptive to new ideas	ability to empathize
friendly	helpful	approachable
hardworking	persuasive	dedicated
creative	firm	able to meet deadlines
punctual	role model	inspiring others

Ans. Personal Qualities: Soft spoken, Disciplined, Helpful, Hard working, Dedicated, etc.

Social Qualities: Open minded, Ability to empathize, friendly, Persuasive, Role Model, etc.

Professional Qualities: Motivator, Leadership, Team Leader, Conflict resolution, receptive to new ideas, Approachable, Creative, Firm, Able to meet deadlines, Punctual, Inspiring Others, etc.

Q. 3. (a) From the list above, say which three qualities from each list are important at the workplace.

Ans. The following qualities from the three lists are very important at the work place:

Personal Qualities: Disciplined, Hard working, Dedicated, etc.

Social Qualities: Ability to empathize, Persuasive, Role Model, etc.

Professional Qualities: Leadership, Conflict resolution, Creative, etc.

(b) Why are they important according to you?

Ans. (i) The personal qualities of being disciplined, hard working and dedicated are important because, by having these, you can make others to follow you and give their best to the organization.

(ii) Social qualities of being able to empathize, persuasive and role model, enable you to occupy the position of a sympathetic colleague whom others can easily emulate.

(iii) Professional qualities of leadership, conflict resolution and creativity are extremely important from the point of view of the organization where the output/ revenue generation depends on the role played by the leader who has creativity as an inherent quality and can understand and resolve organizational/personal conflicts of co-workers in an amicable manner in order

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to enable them to give out their best towards organizational goals.

LISTENING: TALKING ABOUT ONESELF

Tape Script

Hi! I'm Sania Mirza from Hyderabad, India. I was born on November 15th, 1986.

I am a tennis player and my dream is to win the Wimbledon Singles Championship one day.

I was introduced to tennis at the age of six but my coach refused to allow me to play when he saw me. When he saw my game, he was quite amazed!

I have reached the position at which I am today only because of my hard work and dedication, and the support of all my family members.

When I decide to do something, I leave no stone unturned to get success in it.

In February 2005, I became the first ever Indian woman to win a WTA title, by winning the AP Tourism Hyderabad Open, defeating ninth seeded Alona Bondarenko in the final.

Often, I sit back and reflect on my strengths and weaknesses. By doing so I am able to think of the strategies to overcome my weak areas.

I became the first female Indian to be seeded in a Grand Slam Event at the 2006 Australian Open.

In partnership with Martina Hingis we became one of the greatest doubles teams in women's tennis and won 14 titles in 16 months including three Grand Slam titles – Australian Open, Wimbledon and US Open and 41 matches from 2015 to 2016.

Besides playing tennis, I enjoy good music and love to read books in my spare time. I love non-vegetarian food and don't mind having it 24x7.

One of the little known secrets of my life is that I always wanted to be an interior designer!

Today, I think, dream and live only tennis. I am proud to lend my face and voice to many welfare projects and enjoy being a brand ambassador.

ACTIVITY - 3

Listen to World Tennis player from Hyderabad, India – Sania Mirza talk about herself. Listen again then answer the questions.

Q. 1. Who is Sania Mirza?

Ans. Ms. Sania Mirza is a very famous Indian Tennis player.

Q. 2. What are some of her achievements?

Ans. In February 2005, she became the first ever Indian woman to win a WTA title in 2005. She was the

first female Indian to be seeded in a Grand Slam Event at the 2006 Australian Open. In partnership with Martina Hingis she won 14 titles in 16 months including three Grand Slam titles Australian Open, Wimbledon and US Open and 41 matches from 2015 to 2016.

Q. 3. What are three qualities of Sania that impress you?

Ans. Sania Mirza has impressed us greatly and she has reached this position by her hard work and dedication. She does not leave any stone unturned which shows how determined she is.

Q. 4. What are Sania's interests and hobbies?

Ans. Although she always wanted to be an interior designer but now Sania dreams, thinks and lives only Tennis. Besides this, she loves music, reading and eating good food. She loves to eat non-vegetarian food.

Q. 5. Complete the following sentences:

(a) Sania's Coach allowed her to play when.....

.....
(b) She became the first woman to win a WTA title at the age of.....

(c) The secret of her success is.....

(d) If she had not become a tennis player she would.....

.....
(e) Sania's dream is to win.....

Ans. (a) he saw her game and he was quite amazed.

(b) 18.

(c) her dedication, hardwork and determination.

(d) have become an interior designer.

(e) Wimbledon Singles Title one day.

SPEAKING: GIVING A SELF PROFILE

We have to give information as per the following points:

1. Full name, age, date of birth, etc.
2. Something about educational background – (schooling/college, etc).
3. What you wish to do in life.
4. Talk about a special achievement and how you managed to get success.
5. Describe some of your personality traits/ qualities.
6. Describe your hobbies/interests in life and any secret wish or desire.

GRAMMAR: WH-QUESTIONS

At the work place, we may be required to ask questions for getting proper information about the people, their qualifications and interests, etc. Similarly, we must know to answer question about self, our department, our work, etc. Questions can be asked