



ECGS
EDUCATION

Practice Paper of BEGLA-136

English at the workplace

Section A: Vocabulary and Grammar

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

A

B

- | | |
|--------------------------|--|
| a) Philanthropy | i) A meeting to discuss ideas and choose the best ones |
| b) Archive | ii) Not intentional |
| c) Empathy | iii) An object produced by human craft |
| d) Facilitate | iv) A reward offered for increased productivity |
| e) Inadvertently | v) Make something possible or easier |
| f) Delegate | vi) Work together to achieve something |
| g) Brainstorming session | vii) Ability to share someone else's feelings |
| h) Artifact | viii) Entrust power or responsibility to someone else |
| i) Collaborate | ix) Practice of charitable or benevolent actions |
| j) Incentive | x) Collection of documents or records |

Q:2 Make sentences using the following words:

- a) Implement
- b) Upgrade
- c) Aptitude
- d) Assertive
- e) Feedback

Q:3 Rewrite the following sentences changing them from the active voice to the passive voice:

- a) Charles Dickens wrote the novel 'Great Expectations'.
- b) The Mughal emperor Shah Jahan built the Taj Mahal.
- c) Alexander Fleming discovered Penicillin.
- d) My friend drew this beautiful picture.
- e) They selected a new leader yesterday.

Q:4 Fill in the blanks as indicated:

- a) Please make the necessary corrections and have the letter _____.
(Use the correct form of 'dispatch')
- b) Remove the _____ chairs from the hall. We shall have our meeting here. (Use the correct form of 'break')
- c) The little boy is afraid _____ the dog. (Use suitable preposition)
- d) This letter was written _____ the teacher. (Use suitable preposition)

- e) The train departs _____ 3 PM from the station. (Use suitable preposition)
- f) He was born _____ a small village in Maharashtra. (Use suitable preposition)
- g) Sri Lanka is _____ island. (Use the correct article)
- h) _____ Brahmaputra is a mighty river. (Use the correct article)
- i) The American tourist had never seen _____ elephant before. (Use the correct article)
- j) Varanasi is _____ holy city. (Use the correct article)

Section B: Writing Skills

Q:5 Write short notes on the following in about 150 words each:

a) Workplace Etiquette

b) Differences between a Portfolio and a Resume

Q:6 Prepare a brief CV clearly mentioning your skills, education, experience, and interests.

Q:7 Write an official letter of application in response to an advertisement for the post of an analyst in a firm. Your letter should show how your skills and experience match the requirements of the job.

Q:8 You are the head of the local branch of your firm. A new recruit has joined the firm. Write a speech.