

BEGLA 136

ENGLISH AT WORKPLACE

IMPORTANT QUESTIONS FOR EXAM

Prepare a set of ten questions that you would ask while interviewing a candidate for the post of an accountant in a firm.

1. **What accounting software have you used before? Are you comfortable using it?**
2. **How do you make sure your numbers are correct?**
3. **If you find a mistake in the accounts, how would you fix it?**
4. **What do you do to get ready for an audit?**
5. **How do you manage your time when you have many tasks to do?**
6. **Can you tell us about a time you solved an accounting problem?**
7. **How do you stay updated with changes in accounting or tax rules?**
8. **Have you worked on preparing taxes before? How do you handle it?**
9. **Can you explain what cash accounting and accrual accounting are?**
10. **How do you make sure financial information is kept safe and private?**

Prepare a job application letter in response to an advertisement for the post of a sales executive in a corporate firm.

[Your Name]
[Your Address]

[Date]

Manager
[Company Name]
[Company Address]

Dear Hiring Manager,

I am writing to apply for the Sales Executive position at [Company Name], which I saw in your advertisement. I believe my experience in sales and working with customers makes me a good fit for this job.

I have worked in sales for [number] years. In my last job at [Previous Company Name], I helped find new customers, managed sales, and worked to meet goals. I enjoy talking to people, solving problems, and helping customers find the right products or services.

I am very interested in joining [Company Name] because I admire your [mention something you like about the company, like its products or reputation]. I would love to contribute to your team and help the company grow.

Please find my resume attached for more details. I would be happy to discuss how I can help your company in a personal interview. Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,
[Your Name]

[Email Address]
[Phone Number]

You are planning to appear for an interview for the position of Business Development Executive in a reported marketing firm. Write out ten questions you expect to be asked and your answers to these questions.

1. Why do you want to work with us?

Answer:

I admire your company's work and reputation. I want to be part of a team that focuses on growth and creativity. I believe my skills in finding new opportunities and building relationships can help your company succeed even more.

2. What do you think a Business Development Executive does?

Answer:

A Business Development Executive finds new business opportunities, builds relationships with potential clients, and helps the company grow. The role involves understanding the market, offering solutions to clients, and working to bring in new business.

3. How do you find new clients or business opportunities?

Answer:

I look for businesses that might need our services, attend networking events, and use social media platforms like LinkedIn. I also keep an eye on the market to understand where there are gaps or needs that we can fill.

4. Can you tell me about a time you helped a business grow or got a new client?

Answer:

In my last job, I reached out to a client who was unsure about our product. I explained how it could solve their problems, answered their questions, and followed up regularly. They eventually became a long-term customer, which helped the company grow by 15%.

5. How do you feel when a client says no or rejects your offer?

Answer:

It's disappointing, but I don't take it personally. I learn from the experience by asking what went wrong, making improvements, and moving on to the next opportunity with a positive attitude.

6. How do you keep clients happy?

Answer:

I make sure to listen to their needs, respond quickly to their questions, and offer solutions that help their business. I check in regularly to ensure they are satisfied and always look for ways to add extra value to the relationship.

7. What do you think are the most important skills for this job?

Answer:

I think communication is very important because you need to explain things clearly. Being a good listener is also key so you understand the client's needs. Being persistent and organized helps in following up and closing deals.

8. How do you stay focused when things get tough?

Answer:

I stay focused by remembering my goals and breaking big tasks into smaller, easier steps. I also take breaks when needed and keep a positive mindset, knowing that tough times don't last forever.

9. How do you learn about new trends or changes in the market?

Answer:

I read industry news, follow experts on social media, and attend webinars. I also talk to colleagues and clients to understand what's changing and how it might affect our business.

10. Where do you see yourself in a few years?

Answer:

In a few years, I see myself taking on more responsibility in the company, possibly leading a team, and continuing to help the business grow. I want to keep learning and improving in my role to make a bigger impact.

Outline for Presentation: Creating Gender Awareness at the Workplace

1. Introduction

- **Greeting and Introduction**
 - Say hello, introduce yourself, and explain why you're giving this talk.

- **Why Gender Awareness is Important**
 - Explain why it's important to understand gender issues at work.
 - Show how gender equality helps create a better, fairer work environment.

2. What is Gender Awareness?

- **What Does Gender Awareness Mean?**
 - Explain that gender awareness means understanding and respecting all genders.
 - Talk about the difference between gender equality (fair treatment for all genders) and gender awareness (understanding gender issues).
- **Why Gender Awareness is Important**
 - Mention the benefits, like better teamwork, more respect, and a positive work environment.

3. Common Gender Biases at Work

- **What is Gender Bias?**
 - Explain that gender bias means treating people unfairly based on their gender.
- **Examples of Gender Bias at Work**
 - Talk about common examples like unequal pay for men and women, and fewer opportunities for women or other genders to grow in their careers.
- **How Gender Bias Affects Employees**
 - Show how bias can make employees feel less motivated and unhappy at work.

4. How to Create a Gender-Aware Workplace

- **Create a Respectful and Fair Culture**
 - Encourage treating everyone fairly, no matter their gender.
- **Training and Learning**
 - Offer training to help employees understand gender issues and how to be respectful.
- **Clear Rules and Policies**
 - Have clear rules that say everyone should be treated equally and fairly, and there should be no discrimination.

5. How to Promote Gender Awareness

- **Encourage Open Talks**
 - Encourage people to talk openly about gender issues and share their ideas.
- **Support Groups**
 - Set up support groups where employees can share their experiences and learn more about gender issues.
- **Mentorship Programs**
 - Create programs where experienced workers help others, especially those from underrepresented genders.

6. How to Handle Gender Discrimination and Harassment

- **What is Gender Discrimination and Harassment?**

- Explain what gender discrimination (unfair treatment) and harassment (hurtful behavior) look like.
- **How to Report Discrimination**
 - Let employees know they can report unfair treatment or harassment in a safe and private way.
- **How to Act on Complaints**
 - Discuss how to handle complaints fairly and make sure it doesn't happen again.

7. Measuring Success

- **Set Clear Goals**
 - Set goals to make sure all genders are treated fairly in the workplace.
- **Check Progress**
 - Regularly check if the company is improving in gender equality and awareness.
- **Celebrate Successes**
 - Celebrate when the company makes progress on gender equality.

8. Challenges in Creating Gender Awareness

- **Dealing with Resistance**
 - Some people might not agree with gender awareness efforts. Discuss how to deal with this.
- **Cultural Barriers**
 - Some beliefs in society may affect how people think about gender at work. Talk about overcoming these challenges.
- **Keeping Gender Awareness Strong**
 - Explain how to keep gender awareness going and not let it fade over time.

9. Conclusion

- **Summary**
 - Summarize the key points: Gender awareness helps make a fairer, more respectful workplace.
- **Next Steps**
 - Encourage everyone to be aware of gender issues and support equality at work.
- **Thank You and Questions**
 - Thank the audience for listening and ask if they have any questions.

10. Extra Resources

- **Books and Articles**
 - Suggest reading materials about gender equality.
- **Websites for Learning**
 - Share websites that offer information on gender issues at work.
- **Training Opportunities**
 - Mention upcoming workshops or online courses about gender awareness.