

FEDL-10**Fundamental English**

(सामान्य अग्रेजी)

Certificate Course in Office Management

(CCOM-12/CCOM-16)

Examination, 2017

Time : 3 Hours**Max. Marks : 40**

Note : This paper is of **forty (40)** marks containing **three (03)** Sections A, B, C. Attempt the questions contained in these Sections according to the detailed instructions given therein.

Section-A**(Long Answer Type Questions)**

Note : Section 'A' contains four (04) long answer type questions of nine and half ($9\frac{1}{2}$) marks each. Learners are required to answer *two* (02) questions only.

1. Write an essay describing "A scene at the local market".
2. Write a letter to a friend, congratulating and apologising to him for being unable to attend his son's wedding due to prior work commitments.
3. Last week you arranged a lunch party for your friends at a famous restaurant. Describe in detail the happenings at the restaurant.

4. A recent headline in the newspaper read : “Girl refuses marriage as boy’s parents demand dowry”. This bold step by the girl is a lesson for all those who get beaten and burnt because their parents are unable to meet the demands of greedy boys and their families. Write an essay on how this social evil can be eradicated from society.

Section-B

(Short Answer Type Questions)

Note : Section ‘B’ contains eight (08) short answer type questions of four (04) marks each. Learners are required to answer *four* (04) questions only.

1. Imagine you are a film star. Write five sentences about yourself.
2. Write five sentences about your family’s day. Write about what each member does.
3. Write five sentences about things you can do which will make you use your time effectively ?
4. Imagine you have arrived in Mumbai by train. Outside the railway station you meet a helpful person. Write five questions that you will ask about getting around the city.
5. Describe the weather conditions in your village/town/city during winter.
6. Write down 03 facts and 02 opinions about your school.

7. On the left are words that describe how we feel. On the right is what we can do when we feel like this ? Match the items on the left with those on the right.

bored	go to bed
tired	put on a sweater
hot	see a doctor
cold	go to the cinema
sick	have a shower

8. Fill in the blanks with appropriate adjectives :
- There are flowers in the garden.
 - Amit is a boy.
 - Rahul has coins in his pocket.
 - My house has windows.
 - I will write story.

Section-C

(Objective Type Questions)

Note : Section 'C' contains ten (10) objective type questions of half ($\frac{1}{2}$) mark each. All the questions of this Section are compulsory.

1. When someone arrives from a different place, we greet with the following :
- Congratulations !
 - Well done !
 - Welcome !
 - None of the above

2. My daughter has settled well in her new life after
 - (a) Marriage
 - (b) Delhi
 - (c) Suburbs
 - (d) Town

3. Which one of the following words does not express happiness ?
 - (a) Delighted
 - (b) Fortunate
 - (c) Let down
 - (d) Excited

4. Which one of the following words is not an adjective ?
 - (a) Stay
 - (b) Expensive
 - (c) Pleasant
 - (d) Unpolluted

5. A gynaecologist is associated with the following :
 - (a) Broken arm
 - (b) Accident victim
 - (c) Appointment
 - (d) Pregnancy

6. Business letters are written to friends and family asking for money. (True/False)

7. A good paragraph must have unity of thought, which means there should be a variety of thoughts, ideas and themes. (True/False)
8. A fact is something that exists, and is true. (True/False)
9. While appearing for an interview for a job, you need to demonstrate your abilities and competencies and convince the interviewer that you are the right candidate for the job. (True/False)
10. A and an are indefinite articles and cannot be used before something particular or definite. (True/False)

