

Roll No.

FEDL–10

Fundamental English

(सामान्य अंग्रेजी)

Certificate Course in Office Management

(CCOM–12/CCOM–16)

Examination, 2017

Time : 3 Hours

Max. Marks : 35

Note : This paper is of **thirty five (35)** marks containing **three (03)** sections A, B and 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 seven and half ($7\frac{1}{2}$) marks each. Learners are required to answer *two* (02) questions only.

1. Write an essay on the issue of “Unemployment”.
2. Write a letter to a friend, asking her to come and stay with you after her examinations are over and also tell her how you would make her stay pleasant and enjoyable.
3. Write a short composition about your recent visit to a restaurant.
4. Write a short account of the village/town or city where you live.

Section-B**(Short Answer Type Questions)**

Note : Section ‘B’ contains eight (08) short answer type questions of two and half ($2\frac{1}{2}$) marks each. Learners are required to answer *six* (06) questions only.

1. Develop a paragraph on the proverb “work is worship”.
2. Fill in the blanks using the words the words given below :
 this; nice; I’m; hello; are
 Sheela : Shaila.
 Shaila : Hello, Sheela How you ?
 Sheela : fine, thanks is my friend Sachin.
 Shailal : Hi, Sachin. It is to meet you.
3. Identify proper nouns from the words given below and then make sentences with them :
 Taj Mahal; Oceans; Neha; Odisha; Months; Mahabharata; November
4. Make sentences using the following adverbs :
 usually; sometimes; often; never; rarely
5. Describe briefly the weather conditions in your village/town/city during winter.
6. Fill in the blanks, describing yourself, as you are looking today :
 I am about tall. I have hair and it is in colour.
 I am wearing The colour of my skin is

7. Select the correct pronoun and rewrite the following sentences :

The first person to wake up is Devendra *He/She* likes to get up early and take a walk to *his/her* field. Before *he/she* returns, Kaushalya has prepared tea for *him/her* and for *himself/herself*.

8. Match the following health problem to the kind of doctor/treatment that is required :

- | | |
|---------------------|-----------------------|
| 1. Surgery | (a) Pharmacy |
| 2. Pregnancy | (b) Cardiologist |
| 3. Heart specialist | (c) Orthopaedic |
| 4. Medicine | (d) Operation theatre |
| 5. Broken arm | (e) Gynaecologist |

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. Which one of the following expressions is used when we are thrilled or extremely happy ?
- (a) Oh
 - (b) Ah
 - (c) Wow
 - (d) Goodness me

2. Which one of the following expressions is not correct ?
 - (a) From Monday to Friday
 - (b) Since 1984 to 2004
 - (c) On Delhi to Agra road
 - (d) From Haldwani to Nainital
3. Which one of the following has an adverb ?
 - (a) A beautiful house
 - (b) A gentle person
 - (c) Rarely late
 - (d) A nice house
4. What is a DD ?
 - (a) Direct Debit
 - (b) Demand Draft
 - (c) Draft Demand
 - (d) Dehradun
5. Which one of the following terms is not related to restaurant ?
 - (a) Prescription
 - (b) Napkin
 - (c) Waiter
 - (d) Menu
6. Identify the correct sentence from the following :
 - (a) We tried really hard and we did not win.
 - (b) We tried really hard but we did not win.
 - (c) We tried really hard or we did not win.
 - (d) We tried really hard unless we did not win.

7. Confused' and 'depressed' express the same feeling.
(True/False)
8. The imperative form of the verb gives instructions or commands.
(True/False)
9. For something that will happen later, in the time to come, we usually use present perfect tense.
(True/False)
10. The addressee is the person to whom a letter or parcel is being sent.
(True/False)

