

**P-1064**

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Roll No. ....

## **FEDL-10**

### **Fundamental English**

Certificate Course in Office Management (CCOM)

1st Semester Examination, 2023 (June)

**Time : 2 Hours]**

**Max. Marks : 50**

**Note :** This paper is of Fifty (50) marks divided into two (02) Sections A and B. Attempt the questions contained in these sections according to the detailed instructions given therein. Candidates should limit their answer to the questions on the given answer sheet. No additional (B) answer sheet will be issued.

### **SECTION–A**

#### **(Long Answer Type Questions)**

**Note :** Section 'A' contains Five (05) long answer type questions of Thirteen (13) marks each. Learners are required to answer any Two (02) questions only.

(2×13=26)

1. Write a letter to the principal of your college requesting him to grant you a scholarship.

2. Write a letter to the editor of a newspaper, complaining of the water shortage in your locality.
3. In one paragraph each, give your points of view, on each of the following topics :
  - (a) A vacation that you took recently.
  - (b) Work is Worship.
4. Discuss in detail the scene at a hospital.
5. Write an essay on the topic Living in Deeds and not in Years.

### **SECTION-B**

#### **(Short Answer Type Questions)**

**Note :** Section 'B' contains Eight (08) short answer type questions of Six (06) marks each. Learners are required to answer any Four (04) questions only. (4×6=24)

1. Describe the weather conditions of your home town during the winter season.
2. Write down the superlative form of the following words :  
tired, light, grim, tardy, pleasant, chilly
3. Write *six* sentences about your family.

4. Write sentences of your own using the words given below:  
Mountains, joy, feelings, employment, famous, college
  5. You are lost in a city where you had gone on a vacation.  
Write six sentences asking for directions.
  6. Identify proper nouns from the words given below and make sentences using them:  
Chennai, motor, Meeta, glass, Yamuna, chair, May, Dehradun, Nitin
  7. Write six sentences about your home town.
  8. Write six sentences about the scene at a restaurant.
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