

Roll No. ....

## **FEDL–10/CCOM–03**

### **Fundamental English**

Certificate Course in Office Management

(CCOM–12/CCOM–16)

Examination, 2018

**Time : 3 Hours**

**Max. Marks : 40**

**Note :** This paper is of **forty (40)** marks containing **three (03)** Sections A, B and C. Learners are required to 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. You wish to go on a holiday tour. Write a letter to your friend inviting him/her to spend a few days with you in hill station.
2. Imagine you are a social worker working in Uttarkashi. Write a paragraph on the welfare works undertaken by you for the people of Uttarkashi.

**(B-67) P. T. O.**

3. You visited a book fair recently. Give a detailed account of the happenings there.
4. In one paragraph each, give your points of view on each of the following topics :
  - (a) Fashion
  - (b) Self-sufficiency of countries in food and basic necessities

### 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. Describe the weather conditions of your village/town/city during summers.
2. Write down the superlative form of the following words :  
  
interesting, perfect, small and tough
3. Write *four* sentences about your family.
4. Write sentences of your own using the words given below :  
  
gloomy, fearful, wonderful and dazed
5. Write *four* sentences on what you do to stay healthy.
6. Define Conjunctions, giving *two* examples.

7. Write down four tips that you should be keeping in mind while introducing yourself to others.
8. Identify common nouns from the words given below and make sentences using them :  
Singapore, cycle, flag, Mira, trousers, boat, Agra, the Himalayas

### 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. "Etiquettes" are a set of rules or customs which control accepted behavior in particular social groups or social situations. (True/False)
2. An Argumentative Essay narrates some event or experience. (True/False)
3. A fact is something that does not exist and is illusory. (True/False)
4. "Kolkata" is an example of common noun. (True/False)
5. When a letter is important it is better to send it by registered post. (True/False)
6. \_\_\_\_\_ are words that modify or describe a noun. (Adjectives/Adverbs)
7. I prefer apples \_\_\_\_\_ mangoes. (from/to)

8. Everyone likes Kavita \_\_\_\_\_ she is a helpful girl.  
(but/because)
9. I work for a newspaper. I am a \_\_\_\_\_.  
(mechanic/journalist)
10. *The Merchant of Venice* is being enacted \_\_\_\_\_ the  
Kamani Auditorium. (on/at)