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**FEDL-10/CCOM 03**

## **Fundamental English**

Certificate Course in Office Management  
(CCOM-12/CCOM-16)

Examination, 2019

Time: 03 Hours

Max. Marks: 40

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Note: This paper is of forty (40) marks, divided into two (02) sections A and B. Attempt the questions contained in these sections according to the detailed instructions given therein.

### **SECTION-A**

(Long-Answer-Type Questions)

Note: Section 'A' contains three (03) long-answer-type questions of ten (10) marks each. Learners are required to answer any two (02) questions. (2x10=20)

1. Write a letter to the principal of your college requesting him/her to allow you to grant leave to attend a marriage ceremony.

2. Write a letter to your friend congratulating him/her on winning the best all-rounder award of the college.
3. In one paragraph each, give your points of view, on each of the following topics:
  - (a) Importance of moral values in life
  - (b) Social Media, a boon or a curse

### SECTION-B

(Short-Answer Type Questions)

Note: Section 'B' contains six (06) short-answer-type questions of five (05) marks each. Learners are required to answer any four (04) questions. (4x5=20)

1. Describe the weather conditions of your home town during the monsoons.
2. Write down the comparative form of the following words:  
  
Small, heavy, beautiful, fast, happy.
3. Write four sentences about your best friend.

4. Write sentences of your own using the words given below:  
Trees, amazed, lovely, scary, beauty
5. Write four sentences on what you do to stay healthy.
6. Identify proper nouns from the words given below and make sentences using them: Kolkata, truck, Sheila, train, the Alps, table, October, Paris.

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