

S-433

Total Pages : 3

Roll No. -----

FEDL-10

Fundamental English

Certificate Course in Office Management (CCOM)

1st Semester, Examination 2022(December)

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.

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 x 13 = 26]

P.T.O.

- Q.1. Write a letter to the principal of your college requesting him/her to allow you to grant leave to attend a national level seminar.
- Q.2. Write a letter to your friend congratulating him/her on winning the Student of the Year award of the college.
- Q.3. In one paragraph each, give your point of view, on each of the following topics:
- (a) Importance of sports in the life of a student
 - (b) Internet, a boon or a curse
- Q.4. Discuss the scene at the local post office.
- Q.5. You have recently joined a new college. Write two paragraphs about yourself introducing to the class

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 x 06 = 24]

- Q.1. Describe the weather conditions of your home town during the summer season.
- Q.2. Write down the comparative form of the following words:
low, light, lovely, fast, angry, cold
- Q.3. Write six sentences about your best friend.
- Q.4. Write sentences of your own using the words given below:
flowers, disappointed, careless, peaceful, travel, polluted
- Q.5. Write six sentences on what you do to stay healthy.
- Q.6. Identify proper nouns from the words given below and make sentences using them:
Mumbai, bicycle, Sheetal, class, the Rockies, chair, October, Patna, Rohan.
- Q.7. What are the points a candidate needs to keep in mind while facing a job interview.
- Q.8. Write six sentences describing the scene at a bank.
