

**523**

**Total Pages : 4**

**Roll No. -----**

**FEDL-10**

**Fundamental English**

**Certificate Course in Office Management (CCOM)**

**Examination 2021 (Winter)**

**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]**

**Q.1.** Write a letter to the principal of your college, requesting him to grant you a scholarship on the basis of your brilliant performance in college examinations.

**P.T.O.**

- Q.2. Write a letter to your friend congratulating him/her for winning a gold medal in national badminton championship.
- Q.3. In one paragraph each, give your points of view on each of the following topics:
- a) The importance of games in life
  - b) Environmental Education
- Q.4. A recent headline in the newspaper reads, "Girl refuses marriage as boy's parents demand dowry". This bold step by the girl is a lesson for all those who get beaten and burnt because their parents are unable to meet the demands of greedy boys and their families. Write an essay on how this social evil can be eradicated from society.
- Q.5. Write an essay on how you spent your winter vacation.

### **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 6 = 24]

- Q.1. Imagine you are a social worker, write five sentences about yourself.
- Q.2. Write six sentences about the weather of your town.
- Q.3. Imagine you have newly arrived to Calcutta by train. You do not have any idea about the place. You approach the helpdesk and seek help. Write down six questions that you will ask at the counter about getting around in the city.
- Q.4. Write down the comparative forms of the following words:  
big, hot, ugly, slow, sad, tall
- Q.5. Identify proper nouns from the words given below and make sentences using them:  
Kolkata, truck, Rita, car, the Himalayas, chair, May, dog, Sidney, the Yamuna
- Q.6. Using the relationship words given below, write six sentences about the relationship in your family.  
parents, grand parents, cousin, nephew, niece, aunt

P.T.O.

Q.7. When was the last time you looked up to others for advice? Write a small paragraph throwing light on how the advice helped you in getting rid of your problems?

Q.8. Write down four things that you wish to do during your summer break.

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