

**C633**

Total Pages : 4

Roll No. ....

## **FEDL-10**

### **Fundamental English**

Certificate Course in Office Management (CCOM)

1st Semester Examination, 2022 (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.

### **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 an application to the principal of your college requesting him/her to grant you a scholarship, giving valid reasons.

2. Write a letter to the editor of your local newspaper complaining about the poor condition of the roads in your area.
3. In one paragraph each, give your points of view, on each of the following topics :
  - (a) The importance of games in the life of a student.
  - (b) A scene at the bank.
4. A recent headline in the newspaper read, "**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 some greedy boys and their families. Write an essay on how this social evil can be eradicated from society.
5. As a teacher at the Uttarakhand University you have been actively involved with adult education programmes. Write a letter to the editor of a popular magazine describing your experiences and suggesting what more can be done to improve the condition of people with no access to education.

## **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 summers.

2. Write down the comparative form of the following words :  
big, broad, lazy, fast, light, hot
3. Write six sentences about your best friend.
4. Write sentences of your own using the words given below :  
trees, lovely, scary, beauty, bridge, castle
5. Write six 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, Captain Verma
7. Imagine that you are a visitor to the village/ town/ city that you live in. As a visitor to this place, answer the questions given below :
  - (a) Name of the place:
  - (b) What is the place famous for?
  - (c) Where did you stay?
  - (d) What is the place like?
  - (e) What do you think the local residents can do to make the place more popular?
  - (f) Did you have any bad experience in the place?

8. Fill in the blanks with suitable prepositions :

- (a) I live ..... the school so I walk to school everyday.
  - (b) The bank is ..... the park and the post office.
  - (c) The hospital is ..... my house.
  - (d) The railway station is ..... this road.
  - (e) Please bring some flowers for me ..... the garden.
  - (f) My friend lives ..... Sadar baazar.
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