

Roll No. ....

## **FEDL–10**

### **Fundamental English**

(सामान्य अंग्रेजी)

Certificate Course in Office Management

(CCOM–12/CCOM–16)

Examination, 2017

**Time : 3 Hours**

**Max. Marks : 35**

**Note :** This paper is of **thirty five (35)** marks containing **three (03)** sections A, B and C. 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 seven and half ( $7\frac{1}{2}$ ) marks each. Learners are required to answer *two* (02) questions only.

1. Write an essay on the issue of “Unemployment”.
2. Write a letter to a friend, asking her to come and stay with you after her examinations are over and also tell her how you would make her stay pleasant and enjoyable.
3. Write a short composition about your recent visit to a restaurant.
4. Write a short account of the village/town or city where you live.

**Section-B****(Short Answer Type Questions)**

**Note :** Section 'B' contains eight (08) short answer type questions of two and half ( $2\frac{1}{2}$ ) marks each. Learners are required to answer *six* (06) questions only.

1. Develop a paragraph on the proverb "work is worship".
2. Fill in the blanks using the words the words given below :

this; nice; I'm; hello; are

Sheela : ..... Shaila.

Shaila : Hello, Sheela How ..... you ?

Sheela : ..... fine, thanks ..... is my friend Sachin.

Shailal : Hi, Sachin. It is ..... to meet you.

3. Identify proper nouns from the words given below and then make sentences with them :

Taj Mahal; Oceans; Neha; Odisha; Months; Mahabharata; November

4. Make sentences using the following adverbs :

usually; sometimes; often; never; rarely

5. Describe briefly the weather conditions in your village/town/city during winter.

6. Fill in the blanks, describing yourself, as you are looking today :

I am about ..... tall. I have ..... hair and it is ..... in colour.

I am wearing ..... The colour of my skin is .....

7. Select the correct pronoun and rewrite the following sentences :

The first person to wake up is Devendra *He/She* likes to get up early and take a walk to *his/her* field. Before *he/she* returns, Kaushalya has prepared tea for *him/her* and for *himself/herself*.

8. Match the following health problem to the kind of doctor/treatment that is required :

- |                     |                       |
|---------------------|-----------------------|
| 1. Surgery          | (a) Pharmacy          |
| 2. Pregnancy        | (b) Cardiologist      |
| 3. Heart specialist | (c) Orthopaedic       |
| 4. Medicine         | (d) Operation theatre |
| 5. Broken arm       | (e) Gynaecologist     |

### 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. Which one of the following expressions is used when we are thrilled or extremely happy ?
- (a) Oh
  - (b) Ah
  - (c) Wow
  - (d) Goodness me

2. Which one of the following expressions is not correct ?
  - (a) From Monday to Friday
  - (b) Since 1984 to 2004
  - (c) On Delhi to Agra road
  - (d) From Haldwani to Nainital
3. Which one of the following has an adverb ?
  - (a) A beautiful house
  - (b) A gentle person
  - (c) Rarely late
  - (d) A nice house
4. What is a DD ?
  - (a) Direct Debit
  - (b) Demand Draft
  - (c) Draft Demand
  - (d) Dehradun
5. Which one of the following terms is not related to restaurant ?
  - (a) Prescription
  - (b) Napkin
  - (c) Waiter
  - (d) Menu
6. Identify the correct sentence from the following :
  - (a) We tried really hard and we did not win.
  - (b) We tried really hard but we did not win.
  - (c) We tried really hard or we did not win.
  - (d) We tried really hard unless we did not win.

7. Confused' and 'depressed' express the same feeling.  
(True/False)
8. The imperative form of the verb gives instructions or commands.  
(True/False)
9. For something that will happen later, in the time to come, we usually use present perfect tense.  
(True/False)
10. The addressee is the person to whom a letter or parcel is being sent.  
(True/False)

