

**FEDL-10****Fundamental English**

(सामान्य अंग्रेजी)

Certificate Course in Office Management

(CCOM-16/17)

Examination, 2018

**Time : 3 Hours****Max. Marks : 40**

**Note :** This paper is of **forty (40)** marks containing **three (03)** sections A, B and C. Learners are required to 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 nine and half ( $9\frac{1}{2}$ ) 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 the stay pleasant and enjoyable.
3. Linking logically your ideas and sentences, develop a paragraph on the proverb "work is worship".

4. Write a short composition about your experiences on being admitted to a hospital.

### Section–B

#### (Short Answer Type Questions)

**Note :** Section ‘B’ contains eight (08) short answer type questions of four (04) marks each. Learners are required to answer *four* (04) questions only.

1. Write a small paragraph describing yourself.
2. Using the relationship words given below write five sentences about the relationships in the Bhatt family : parents, grandfather, cousin, nephew, niece.
3. Write five sentences about the place where you live.
4. When was the last time you looked upto others for advice ? Write a small paragraph, throwing light on how the advice helped you in getting rid of your problem.
5. Write a telephone conversation for the following situation :

You are answering a call from a friend who is new to the town. She is asking for directions to get to your place from the local railway station.

6. Choose the correct word or phrase from the following list and fill in the blanks :

I am, My name, like to introduce, Nice to meet you, this is, call me, pleasure meeting you, I'm in, come from, meet my,

(a) ..... is Archana and I come from Kolkata.

(b) I would ..... myself. I am Rahul Sharma.

- (c) I would like to introduce my friend, Ratan Sharma. He is a computer engineer. Ratan, ..... my colleague, Swati Mehra.
- (d) I am Bharat and ..... my final year of M.A.
- (e) Bharat ..... brother Raj.
7. Fill in the blanks with suitable prepositions from the list given below :
- opposite, near, next to, between, from, at the end of, at the corner, behind, in front of
- (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 ..... the garden.
8. Complete the following sentences :
- (a) I get upset when .....
- (b) I feel excited when .....
- (c) I am worried when .....
- (d) I feel disappointed when .....
- (e) I feel cheerful when .....

### 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. The adverb 'frequently' is used when something :
- (a) happens just once in a while

- (b) happens all the time
  - (c) happens many times
  - (d) does not happen at all
2. Ravi is ..... late to school. He was late just twice this term.
- (a) always
  - (b) often
  - (c) never
  - (d) rarely
3. Harish plans to go ..... if he gets a good job.
- (a) abroad
  - (b) village
  - (c) distance
  - (d) country
4. You can go to the sports stadium by ..... or you can go by rickshaw.
- (a) train
  - (b) foot
  - (c) boat
  - (d) None of the above
5. The dog was running ..... the cycle.
- (a) between
  - (b) on
  - (c) behind
  - (d) in

6. Conjunctions are words which connect words or sentences. (True/False)
7. 'Wow' is used when we are sad or disappointed. (True/False)
8. If you want to invite people to your house you must give them your correct address. (True/False)
9. The building began to shake and we were all delighted. (True/False)
10. Modals are helping verbs that modify the main verbs. (True/False)

