

# **FEDL-10**

## **Fundamental English**

Certificate Course in Office Management

(CCOM-12/CCOM-16)

Examination, 2019 (June)

**Time : 3 Hours]**

**Max. Marks : 40**

**Note :** This paper is of Forty (40) marks divided into 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 Nine and half ( $9\frac{1}{2}$ ) marks each. Learners are required to answer any two (2) questions only.

( $2 \times 9\frac{1}{2} = 19$ )

1. Imagine you are a politician. Write five sentences about how you serve the people of your constituency.
2. Write a letter to the principal of your college, requesting him to grant you a scholarship.

3. You visited a fair recently. Give a detailed account of the happenings there.
4. In one paragraph each give your points of view on each of the following topics:
  - (a) The Impact of Television on Children.
  - (b) Gender equality.

### **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 any four (04) questions only. (4×4=16)

1. Make a list of any four situations in which you will need to greet people mentioning how you will do so.
2. Write down any four adjectives that you know. Write their opposites too.
3. Develop a paragraph on the proverb, "Work is Worship."
4. You have to send a registered letter at the post office. Write a dialogue that would follow between you and the official in the post office.
5. You have been offered the position of a salesperson in a company for Rs.15,000/- per month. Write an acceptance letter for the same.

6. Write down four sentences describing the weather of your town today.
7. Write down four things that you wish to do during your summer break.
8. Identify proper nouns from the words given below and make sentences using them:

Mumbai, car, garden, Swati, The Alps, milk, Deepak

**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. (10 $\times$  $\frac{1}{2}$ =05)

1. "A" and "An" are indefinite articles and cannot be used before something particular or definite. [True / False]
2. An Imaginative Essay narrates some event or experience. [True / False]
3. An opinion is something that does not exist and is illusory. [True / False]
4. Prepositions are the words which connect words or sentences. [True / False]
5. Modals are helping verbs that modify the main verbs. [True / False]

6. When my sister was selected for the school basketball team, I was \_\_\_\_\_. (delighted/horrified)
  7. I work in a motor garage, I am a \_\_\_\_\_. (gynaecologist/mechanic)
  8. "Goodness me!" is an expression we use when we are \_\_\_\_\_. (excited/indifferent)
  9. If I were you, \_\_\_\_\_ less and study more. (I'd/I'm)
  10. The kitten is sitting \_\_\_\_\_ the suitcase (on/at)
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