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Roll No.....

FEDL-10
FUNDAMENTAL ENGLISH
Certificate Course of Office Management
(CCOM-16/CCOM-17)

1st Semester Examination-2020

Time Allowed : 2 Hours

Maximum Marks : 40

Note : This paper is of Eighty (40) marks divided into Two (02) sections A and B. Attempt the question 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 Ten (10) marks each. Learners are required to Answer any two (02) Questions only. (2×10=20)

1. Imagine you are a Politician. Write five sentences about how you serve the people of your constituency.

2. You visited a fair/carnival recently, write two paragraphs explaining all that you saw and Did there. Also give a suitable heading.
3. Write one paragraph each of the following :
 - (a) The Millennial Generation
 - (b) Time Management.
4. Write an essay on the issue of “COVID-19” .
5. Write a short composition about your recent visit to a restaurant.

Section-B

(Short answer type questions)

Note : Section-B Contains Eight (08) Short answer type questions of Five (05) marks each. Learners are required to Answer any four (04) questions only. (4×5=20)

1. Fill in the blanks in the dialogue between Kavita and Rekha with the words given below :
this is, where in, I am, glad to, come from
Kavita : Kavita and I come from Kolkata.

Rekha : is Rekha and I too
Kolkata

Kavita : Oh! Kolkata?

Rekha : Tagore Road

Kavita : I come from South city.

Rekha : I am so meet you.

2. Write down the comparative form of the following words :

beautiful, perfect, small, tough, expensive.

3. Write five sentences about the place you live in. You must include the following :

Name/number of the road on which your house is located, Type of house you live in, Your house number, Name of your locality, Name of your town/city/village.

4. Imagine yourself in the following situations and give a suitable expression for the same :

(a) You are in a new city. You need to go to a friend's hostel. Approach a stranger to ask for directions.

- (b) You are in a hotel, looking for a washroom.
Seek the help of a member of the hotel staff.
5. Write down five tips that you should keep in mind while introducing yourself to others.
 6. Describe the weather conditions of your home town during the summer season.
 7. Develop a paragraph on the proverb “Honesty is the best Policy” .
 8. Describe briefly the Weather conditions in your village/town/city during COVID-19 pandemic.
