

**K-1126**

**Total Pages : 3**

**Roll No. -----**

**FEDL-10**

**Fundamental English**

**Certificate Course in Office Management (CCOM)**

**1<sup>st</sup> Semester Examination December 2023-24**

**Time: 2:00 Hours**

**Max. Marks: 50**

**Note :** This paper is of Fifty (50) marks divided into (02) Section A and B. Attempt the questions contained in these sections according to the detailed instructions given therein. Candidates should limit their answers to the to the questions on the given answer sheet. No additional (B) answer sheet will be issued.

**Section-A**

**(Long Answer Type Questions)**

**Note :** Section 'A' contain Five (05) long-answer-type question of Thirteen (13) marks each. Learners are required to answer any two (02) questions only.

**[2x13=26]**

**P.T.O.**

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**1**

- Q.1. Write a letter to the principal of your college requesting him/her to allow you to represent your college in the annual national symposia of college, stating valid reasons.
- Q.2. Write an essay describing your favorite festival.
- Q.3. In one paragraph each, give your points of view on each of the following topics:
- Spare the rod and spoil the child
  - The importance of reading books.
- Q.4. Discuss the scene at the local post office.
- Q.5. You have recently been on a vacation. Write two paragraphs about your vacation.

### **Section-B**

#### **(Short Answer Type Questions)**

Note : Section 'B' contains Eight (08) short-answer-type question of Six (06) marks each. Learners are required to answer any four (04) questions only.

**[4x6=24]**

- Q.1. Describe the weather conditions of your home town during the monsoon season.
- Q.2. Write down the comparative form of the following words:  
bright, hot, tall, fast, pleasant, dry.

- Q.3. Write six sentences about yourself.
- Q.4. Write sentences of your own using the words given below:  
trees, love, admire, thunder, sea, clouds.
- Q.5. Write six sentences on what one should do to stay healthy.
- Q.6. Identify proper nouns from the words given below and make sentences using them:  
Chennai, scooter, Nitin, school, the Alps, stools  
Meenu, Telangana, Mr.Stephen.
- Q.7. What are the point a candidate needs to keep in mind while facing a job interview.
- Q.8. Write six sentences describing the scene at a bank.

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