

A-0512

Total No. of Pages : 4

Roll No.

FEDL-10

Certificate Course in

Office Management (CCOM)

1st Semester, Examination 2024 [Dec.]

Fundamental English

Time : 2 Hours

[Maximum Marks : 50]

Note: This paper is of Fifty (50) marks divided into two (02) Sections A and B. Attempt the questions contained in these sections according to the detailed instructions given therein. Candidate should limit their answers 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' contains Five (05) long-answer-type questions of Thirteen (13) marks each. Learners are required to answer any two (02) questions only. **(2×13=26)**

A-0512

(1)

P.T.O.

1. You would like to buy a pair of jeans. Write out a dialogue between the salesman and yourself where you request him to show you a pair of jeans, including details such as the style, shade and the brand that you are looking for, and the interaction that follows.
2. You want an appointment with the doctor. Decide what is the health problem that you are facing and the specialist you need to meet for it. Write a dialogue using suitable phrases between yourself and the receptionist to fix an appointment.
3. Write thirteen lines on your favourite holiday destination.
4. (a) Write down seven sentences on the things that you do to stay healthy.

AND

- (b) Write down five lines on your favourite food item.
5. Using the relationship words that you have read in the lesson "My Home, My Family", write thirteen sentences about your family.

Section–B

(Short-Answer-Type Questions)

Note : Section ‘B’ contains Eight (08) short-answer-type questions of six (06) marks each. Learners are required to answer any Four (04) questions only.

(4×6=24)

1. Write down six tips that need to be kept in mind while you introduce yourself to others.
2. Write six lines about your favourite Patriotic Movie.
3. Write a paragraph describing a scene at the Life Insurance Office.
4. Write a dialogue between an officer of the Water supply department and yourself, while you were inquiring about how the water bill needs to be paid.
5. You are answering a call from a friend who is new to town. He/she is asking for directions to get

to your place from the local railway station.

Write six sentences on how you would provide directions to him/her.

6. Write down the superlative forms of the following words:

cold, complex, lazy, low, warm, smooth

7. Write a letter to the editor of your local newspaper complaining about the poor water supply in your locality.
8. Imagine yourself to be an author. Write six sentences about yourself.
