

A-0709

Total Pages : 4

Roll No.

FEDL-10

Certificate Course in Office Management (CCOM)

Fundamental English

Examination February, 2026

Time : 2:00 Hrs.

Max. 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. *Candidates 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 (2×13=26)

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.

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(1)

P.T.O.

1. Write thirteen things that you can do which will make you use your time effectively.
2. Write an essay describing your favourite Indian festival.
3. Write one paragraph on each of the following topics :
 - (a) Describe a scene at a hospital
 - (b) Terrorism
4. Write two separate telephone conversation for the following two situations given here :
 - (a) You are an official at a bank. You are answering a call from a customer. The customer wants to know whether the bank is closed the day after tomorrow.
 - (b) You are answering a call from a friend who is new to the town. He/she is asking for directions to get to your place from the local railway station.
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 (4×6=24)

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.

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 food item.
3. Write a paragraph describing a scene at the bank.
4. Write a dialogue between an official of the electricity department and yourself, while you were inquiring about how the electricity bill needs to be paid.
5. A friend of yours has recently returned after holidaying from Goa. You would like to know how about his/ her trip. Ask your friend questions to get all the information that you want, since you are planning a holiday to Goa yourself.

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

happy, simple, busy, tilted, cool, rough.

7. Write a letter to the principal of your school requesting her to grant you leave for a week.

8. Imagine you are a social worker. Write six sentences about yourself.
