

**A-797**

**Total Pages : 3**

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

**FEDL-10**

**Fundamental English**

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

**1<sup>st</sup> Semester Examination 2024 (June)**

**Time: 2:00 hrs**

**Max. Marks: 50**

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

**P.T.O.**

## 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.

[2x13=26]

- Q.1. Write an essay on the topic "Living in deeds and not in years".
- Q.2. Write a letter to your friend encouraging him/her to participate in extracurricular activities organized in your college.
- Q.3. In one paragraph each, give your points of view on each of the following topics:
- a. All that glitters is not gold
  - b. Where there is a will there is a way
- Q.4. Discuss the scene at the hospital.
- Q.5. Imagine you are the leader of a team. You have to make a chart on Disaster Management. You have to form your team. Write down what you have to do as a team leader and what are the responsibilities you have to give to each team member.

## 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.

[4x6=24]

- Q.1. Describe the weather conditions of your home town during the winter season.
- Q.2. Write a note on adjectives, giving examples.
- Q.3. Write six sentences about your family.
- Q.4. Write down some of the things you get to see when you are in a Government Department.
- Q.5. Imagine you have completed college and wish to seek a job. Ask for advice from your elder sister regarding seeking job.
- Q.6. Write a letter to the editor of your local newspaper complaining about the poor conditions of the roads in your area.
- Q.7. You have just won a state level badminton championship and you are feeling elated and proud of your achievement. Describe the six sentences how you are feeling about your achievement to your friend.
- Q.8. Write six sentences stating the importance of team work.

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