



UTTARAKHAND OPEN UNIVERSITY, HALDWANI (NAINITAL)

उत्तराखंड मुक्त विश्वविद्यालय, हल्द्वानी (नैनीताल)

CERTIFICATE COURSE IN OFFICE MANAGEMENT ASSIGNMENT

कार्यालय प्रबन्ध में प्रमाण पत्र सत्रीय कार्य

*Last Date of Submission: 15 January 2013 (जमा करने की अन्तिम तिथि: 15 जनवरी 2013)*

Course Title: Fundamental English

Course Code: FEDL-10

Year: 2012-13

Maximum Marks: 20

Section 'A' contains 04 short answer type questions of 5 marks each. Learners are required to answers 2 questions only. Answers of short answer-type questions must be restricted to 250 words approximately.

### Section A

1. Write a paragraph of ten sentences describing a scene at the bank.
2. Classify the following nouns into proper or common nouns and then make sentences with them: jeans, Uttarakhand, milk, Mahatma Gandhi, man
3. Write down two comments on each of the following:
  - (a) The locality where you live
  - (b) The rule of wearing a helmet while riding two-wheelers.
4. Re-write the following jumbled up sentences correctly:
  - (a) I the evening to have tea and biscuits like in.
  - (b) She coffee to prefers tea.
  - (c) Crowded the one bus was and another wait had to for we.
  - (d) The are full on weekends family restaurants.

Section 'B' contains 02 long answer-type questions of 10 marks each. Learners are required to answers 01 question only.

### Section - B

1. Write an application to the principal of your school, requesting him to grant you sick leave.
2. Write an essay on the topic, "Living in deeds and not in years."