



UTTARAKHAND OPEN UNIVERSITY, HALDWANI (NAINITAL)

उत्तराखण्ड मुक्त विश्वविद्यालय, हल्द्वानी (नैनीताल)

CERTIFICATE COURSE IN OFFICE MANAGEMENT ASSIGNMENT

कार्यालय प्रबन्ध में प्रमाण पत्र सत्रीय कार्य

*Last Date of Submission: 15 January, 2014 (जमा करने की अन्तिम तिथि: 15 जनवरी, 2014)*

Course Title: Fundamental English

Course Code: FEDL-10

Year: 2013-14

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 down five tips that you will keep in mind when you introduce yourself.
2. Make a list of any five situations in which you need to greet people mentioning how you will do so.
3. Write ten things you can do which will make you use your time effectively.
4. Complete the following dialogue:
  - (a) Raja: \_\_\_\_\_ ?  
Sunil: Yes, there is a medical store at the end of the road.
  - (b) Raja: \_\_\_\_\_  
Sunil: You're welcome.
  - (c) Pinky: \_\_\_\_\_  
Sheela: Go straight down this street and turn left. It's at the corner.  
Pinky: Thank you!
  - (d) Prakash: \_\_\_\_\_  
Suresh: Sorry, I don't live here. I'm new to this place.
  - (e) Komal: \_\_\_\_\_  
Garima: Okay, I will see you at 5 O'Clock.

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

### Section - B

1. (a) Write a letter to the supervisor of your team in the office, requesting for leave as your sister is getting married.  
Words you may use: sister, getting married, leave, seven days, work preparation, urgent, guests, rejoin soon, thankful  

AND

(b) Write a letter to a friend, congratulating and apologizing to him for being unable to attend his birthday party due to prior work commitments.
2. Write an essay on the topic, "Scene at the local market".