



UTTARAKHAND OPEN UNIVERSITY, HALDWANI (NAINITAL)

उत्तराखण्ड मुक्त विश्वविद्यालय, हल्द्वानी (नैनीताल)

CERTIFICATE COURSE IN OFFICE MANAGEMENT ASSIGNMENT

सत्रीय कार्य

कार्यालय प्रबन्ध में प्रमाण पत्र

Last Date of Submission: 31 January, 2015 (जमा करने की अन्तिम तिथि: 31 जनवरी, 2015)

Course Title: Fundamental English

Course Code: FEDL-10

Year: 2014 - 15

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 short composition about your family's day. Write about what each member does.
2. Write ten things you can do which will make you use your time effectively.
3. Team efforts result in greater success. Write a small paragraph stating how team work plays an important role in group activities.
4. You have to send a registered letter through the post office. Write a dialogue that would follow between you and the officer in the post office.

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

Section - B

1. You had gone on a vacation to a hill station recently; now write a letter to your friend describing your stay there.
2. Write an essay on the topic, "India as an emerging power."