



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: 15 December, 2016*

*(जमा करने की अन्तिम तिथि: 15 दिसम्बर, 2016)*

**Course Title: Fundamental English**

**Course Code: FEDL-10**

**Year: 2016 - 17**

**Maximum Marks: 15**

**Section 'A' contains 08 short answer type questions of 2 marks each. Learners are required to answers 4 questions only. Answers of short answer-type questions must be restricted to 250 words approximately.**

### Section A

1. Identify proper nouns from the words given below and make sentences with them.  
New Delhi, girl, The Himalayas, elephant, Meera, balloon
2. Write a short dialogue between an official of the electricity department and yourself, while you are inquiring about how the bill is to be paid.
3. Imagine you are a doctor. Write five sentences about yourself.
4. Write a few lines on your favourite television programme.
5. A friend of yours has gone on a holiday to Shimla. You would like to know about his/her trip. Ask questions to get all the information you want since you are also planning a trip there.  
You may use the following sentence starters provided:  
When, why, how, what, where, which
6. Write a telephone conversation for the following situation:  
You are an official at a bank. You are answering a call from a customer. The customer wants to know if you are closed the day after tomorrow.
7. Describe the weather conditions in your village/town/ city during winter.
8. Fill in the blanks with suitable prepositions from the words given below:  
near, on, between, to, at
  - (a) I prefer tea ..... coffee.
  - (b) The mother divided the sweets ..... the two brothers.
  - (c) I live ..... the school so I walk to school everyday.

Section 'B' contains 04 long answer-type questions of 3<sup>1/2</sup> marks each. Learners are required to answer 02 question only.

### Section - B

1. Your autumn break is about to begin. Write 10-15 lines on what you want to do in your holidays.
2. (a) You have been offered the position of a teacher for a salary of Rs. 15,000/- per month.  
Write an acceptance letter for the same.  
(b) Write a letter to the Chairperson of your local municipal council complaining about the poor sanitation conditions in your area.
3. Read the following passage and answer the questions that follow:

Family denotes a group of people connected by birth and sharing a home. A family name or last name is a type of surname and part of a person's name indicating the family to which the person belongs. The use of family name differs in different cultures and regions.

Different types of families exist in a wide variety of settings. Nuclear families, where parents and children live together without other people are more common in cities. Joint families where related people from various generations live together is the common arrangement, especially in villages and small towns.

In India we have special names for relative. In English the relationships have more generic titles. It is useful to know these but it is as important to carry on using the ways of addressing that we have grown up with.

- (i) What is surname? [1]
- (ii) How is a nuclear family different from a joint family? [1<sup>1/2</sup>]
- (iii) Provide a suitable title to the above given passage. [1]

4. Write a short essay on the issue of unemployment.