



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, 2016 (जमा करने की अन्तिम तिथि: 31 जनवरी, 2016)

Course Title: Fundamental English

Course Code: FEDL-10

Year: 2015 - 16

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. Identify common nouns from the words given below and make sentences with them.
Australia, beggar, aeroplane, Sahid, cycle, shirt, Mumbai, flag
2. Match the following correctly:
 1. When someone does well in her/his exam a. Congratulations!
 2. When someone is preparing for an exam b. Happy New Year!
 3. Wishing someone on New Year c. All the best for your exam
 4. When someone wins a prize d. Welcome
 5. When someone arrives from a different place e. Well done
3. Imagine you are a politician. Write five sentences about yourself.
4. Write a dialogue between an official of the electricity department and yourself, while you are inquiring about how the bill is to be paid.

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

Section - B

1. (a) You have been offered the position of a salesperson in a company for a salary of Rs. 7000/- per month.
Write an acceptance letter for the same.
(b) Write a letter to the editor of your local newspaper complaining about the poor condition of the roads in your area.
2. Your winter vacations are about to begin. Write 10-15 lines on what you want to do in your holidays.