

**CFE**

**Certificate Programme in Functional English CFE**

**ASSIGNMENT**  
**(For July 2023 and January 2024 sessions)**

**Assignments for BEG-004, BEG-005 and  
BEG-006**



**School of Humanities**  
**Indira Gandhi National Open University**  
**Maidan Garhi, New Delhi-110 068**

**ASSIGNMENT**  
**For**  
**CERTIFICATE PROGRAMME IN FUNCTIONAL ENGLISH**

**Course Code: CFE/2023-2024**

**Dear Student,**

We hope you enjoyed reading the course and found it useful in applying it in your communication with others.

In order to help you understand the material better, practice the activities and prepare you for the examination later, we have an assignment for each of the courses. All the assignments are Tutor Marked Assignments (TMAs) and carry 100 marks each.

**Aims:** The TMAs are mainly concerned with your ability to understand the material and apply it meaningfully in real-life interactions. These assignments are as much a teaching device as a testing tool.

**Guidelines:** You will be required to answer the questions which are based on the units and your understanding and practice of the activities. Do not reproduce chunks of information from the units.

As in day-to-day life, planning is important in doing the assignments well. Read the assignments carefully; go through the units on which they are based; jot down some points regarding each question and then re-arrange them in a logical order. In an essay-type answer, allot adequate time to your introduction and conclusion. The introduction must tell the evaluator how you interpret the given topic and how you propose to develop it. The conclusion must summarize your views on the topic. **You should write in your own handwriting.**

Make sure that your answer:

- a) is logical;
- b) is written in simple and correct English;
- c) is written neatly and clearly;
- d) reflects your understanding of the units.

You will be evaluated on the following criteria:

- fulfilling and completing all aspects of the task/question;
- how you have dealt with your ideas;
- whether you used appropriate linkers
- did you make adequate use of paragraph;
- range and correctness of vocabulary;
- accuracy of grammatical structures.
- 

Please remember that it is compulsory to submit your assignments before you can take the

Term End Exams. Also remember to keep a copy of your assignments with you and do take a receipt from your Study Centre when you submit the assignments.

**Last Date for Submission of Assignment:**

<b>For June Exam</b>	<b>31<sup>st</sup>March</b>
<b>For December Exam</b>	<b>30<sup>th</sup>Sept</b>

**Good Luck!**

**Note: *Remember the submission of assignment is a precondition for appearing in the examination. If you do not submit the assignment on time, you will not be allowed to appear in the examination.***

**CERTIFICATE PROGRAMME IN FUNCTIONAL ENGLISH (CFE) ASSIGNMENT  
(BEG-004: ENGLISH IN DAILY LIFE)**

**Course Code: CFE/TMA/2023-24**

**Max. Marks: 100**

**All questions are compulsory.**

1. Read the passage given below and answer the questions that follow: (10)

Marie Curie was one of the most accomplished scientists in history. Together with her husband, Pierre, she discovered radium, an element widely used for treating cancer, and studied uranium and other radioactive substances. Pierre and Marie's amicable collaboration later helped to unlock the secrets of the atom.

Marie was born in 1867 in Warsaw, Poland, where her father was a professor of physics. At an early age, she displayed a brilliant mind and a blithe personality. Her great exuberance for learning prompted her to continue with her studies after high school. She became disgruntled, however, when she learned that the university in Warsaw was closed to women. Determined to receive a higher education, she defiantly left Poland and in 1891 entered the Sorbonne, a French university, where she earned her master's degree and doctorate in physics.

Marie was fortunate to have studied at the Sorbonne with some of the greatest scientists of her day, one of whom was Pierre Curie. Marie and Pierre were married in 1895 and spent many productive years working together in the physics laboratory. A short time after they discovered radium, Pierre was killed by a horse-drawn wagon in 1906. Marie was stunned by this horrible misfortune and endured heartbreaking anguish. Despondently she recalled their close relationship and the joy that they had shared in scientific research. The fact that she had two young daughters to raise by herself greatly increased her distress.

Curie's feeling of desolation finally began to fade when she was asked to succeed her husband as a physics professor at the Sorbonne. She was the first woman to be given a professorship at the world-famous university. In 1911 she received the Nobel Prize in chemistry for isolating radium. Although Marie Curie eventually suffered a fatal illness from her long exposure to radium, she never became disillusioned about her work. Regardless of the consequences, she had dedicated herself to science and to revealing the mysteries of the physical world.

1. The Curies' \_\_\_\_\_ collaboration helped to unlock the secrets of the atom.
  - a) friendly
  - b) competitive
  - c) courteous
  - d) industrious
  - e) chemistry
  
2. Marie had a bright mind and a \_\_\_\_\_ personality.
  - a) strong
  - b) lighthearted
  - c) humorous
  - d) strange
  - e) envious

3. When she learned that she could not attend the university in Warsaw, she felt \_\_\_\_\_.
- hopeless
  - annoyed
  - depressed
  - worried
  - None of the above
4. Marie \_\_\_\_\_ by leaving Poland and traveling to France to enter the Sorbonne.
- challenged authority
  - showed intelligence
  - behaved
  - was distressed
  - Answer not available
5. \_\_\_\_\_ she remembered their joy together.
- Dejectedly
  - Worried
  - Tearfully
  - Happily
  - Irefully
6. Her \_\_\_\_\_ began to fade when she returned to the Sorbonne to succeed her husband.
- misfortune
  - anger
  - wretchedness
  - disappointment
  - ambition
  - f)
7. Even though she became fatally ill from working with radium, Marie Curie was never \_\_\_\_\_.
- troubled
  - worried
  - disappointed
  - sorrowful
  - disturbed
8. Write the word similar to 'skilled' from the passage
9. Write a synonym of the 'discovery'
10. Write the opposite of the word 'desolation'

Q2. Fill in the blanks in the paragraph below with the correct form of the words given in brackets (10)

I \_\_\_\_\_ (1) (realize) that I \_\_\_\_\_ (2) (know) one of the two men by sight, and I \_\_\_\_\_ (3) (spend) a few seconds thinking why he \_\_\_\_\_ (4) (seek) me out on a Sunday afternoon. During this pause, three small boys \_\_\_\_\_ (5) (walk) up the passage from the house behind me, \_\_\_\_\_ (6) (thread) a way around me and the two men outside, and silently

\_\_\_\_\_ (7) (climb) like cats up into a tree in the middle of the lawn outside. There, the three figures \_\_\_\_\_ (8) (rest), \_\_\_\_\_ (9) (become) immobile, \_\_\_\_\_ (10) (lie) on their stomachs, deep in a secret game.

Q3. Write a paragraph on the innovation you would wish to create. Include powerful reasons and statements in order to support the topic. (10)

Q4. Add the prefixes un-, dis-, ir-, il-, im-, mis- to the following words (any five). (10)  
Fair, treat, disturb, illusion, behave, proper, regular, management, proper

Q5. Fill in the blanks with a, an or the. (10)

"This is just..... kind of house I am looking for. Does it have..... kitchen garden?" "Yes, Madam, ..... kitchen garden is at ..... back and what.....garden it is!"  
"Last time I met Sanju, he was looking for...job." "What happened to ..... job I had got him?"

"Our city doesn't have..... airport. I have to travel 100 kilometers to reach nearest one to take ..... flight to Delhi"  
Did she arrive ..... day before you came?" "No she arrived ..... same day as I did".

Q6. Fill in the blanks by choosing the correct form of the verb. (10)

We decided to travel by car and \_\_\_\_ (1) (leave) the house early. We \_\_\_\_ (2) (be) on the road for two hours, when our car \_\_\_\_ (3) (hit) a stone that \_\_\_\_ (4) (lie) in the middle of the road. The car \_\_\_\_ (5) (go) off the road but we \_\_\_\_ (6) (escape) with minor injuries. Had we \_\_\_\_ (7) (travel) faster, we \_\_\_\_ (8) (involve) in a serious accident. The mishap \_\_\_\_ (9) (delay) us but did not \_\_\_\_ (10) (damp) our enthusiasm.

Q7. Write an Essay in about 250 words on any one of the following. (15)

- a) Health and happiness.
- b) My Favourite city.
- c) 'It's now or never'.

Q8. Imagine yourself as the CEO of a company who is hiring employees. Using What, Why, How, Where, When, etc. ask information about the following points: (15)

1. Introduction (name, age, education etc.)
2. birthplace
3. language/ mother tongue/ multi lingual
4. hobbies and interests
5. future aspirations etc.

Q9. Write a dialogue in about 150 words on the following situation (10)  
You are Anita/Aniket, a teacher who has been noticing the concerning drastic changes in weather conditions around you. Write a dialogue between you and the students in about 10 turns.

**CERTIFICATE PROGRAMME IN FUNCTIONAL ENGLISH (CFE) ASSIGNMENT  
(BEG-005: ENGLISH IN EDUCATION)**

**Course Code: CFE/TMA/2023-24  
Max. Marks:100**

**All questions are compulsory.**

Q1. Read the passage given below and answer the questions that follow: (5)

Cheraw is the most, colourful Mizo dance. Bamboos are used in this dance. Hence the dancer moves by stepping, alternately in and out from between and across a pair of horizontal bamboos, held against the ground by people sitting face to face at either side. They tap the bamboos open and close in rhythmic beats. Two bases support the bamboos, placed horizontally, one at each end. The bamboos, when dapped, produce a sharp sound, which forms the rhythm of the dance. It indicates the timing of the dance as well. The dancers step, in and out to the beats of the bamboos with ease and grace. The patterns and stepping of the dance have many variations. Sometimes the Steppings are made in imitation of the movements of birds, sometimes the swaying of trees and so on,

Little is known about the origin of Cheraw. It may be possible that the forefathers of the Mizos brought it with them when they left home in Far-East Asia. Cheraw is performed on any occasion those days. But, so goes the legend. It used to be performed in earlier times only to ensure a safe passage for a dead child to paradise. Cheraw is, therefore, a dance of sanctification and redemption performed with great care, precision and elegance.

(a) According to the passage, Cheraw is .....

- (i) a form of art
- (ii) a festival of light
- (iii) a form of dance
- (iv) a Mizo animal

(b) Cheraw is performed.....

- (i) to show respect to the state
- (ii) for sanctification and redemption
- (iii) to please the goddess of dance
- (iv) to earn money

(c) The dancers in Cheraw dance to.....

- (i) the beats of bamboos
- (ii) the beats of drums
- (iii) the clapping of the singers
- (iv) the sound of a whistle

(d) The statement — ..... is correct.

- (i) Four bases support the bamboos
- (ii) Cheraw is a solo dance
- (iii) Cheraw is a dull stepping patter
- (iv) The sound of bamboos forms the rhythm of the dance

(e) The word 'redemption' in the passage means

- (i) performed with great care
- (ii) solution
- (iii) deliverance from evil ways
- (iv) compensation

2. Give an appropriate title to the passage. (1)
3. What are the synonyms of imitation and paradise (2)
4. What is the opposite word of possible and colorful (2)
5. Write sentences with words in the passage given below: (10)
  - a) Deliverance
  - b) Solution
  - c) Redemption
  - d) Dull
  - e) Compensation
  - f) Respect
  - g) Rhythm
  - h) Beats
  - i) Sanctification
  - j) Alternately

Q2. Fill up the blanks with the correct form of the word given in brackets. (10)

A traveller after (1) \_\_\_\_\_ (walk) for five kilometres reached a melon farm. Tired and thirsty, he sat down and (2) \_\_\_\_\_ (rest) under the shade of a nearby walnut tree. He (3) \_\_\_\_\_ (Enjoy) the view of the vines of big watermelons; he (4) \_\_\_\_\_ (look)up and(5) \_\_\_\_\_ (notice) a few walnuts (6) \_\_\_\_\_ (dangle) among the very high branches of the walnut tree. (7) \_\_\_\_\_ (Bewilder) by the work of God, he wondered why small walnuts (8) \_\_\_\_\_ (grow) on such an enormous tree, while the big watermelons hung from a flat and flimsy vine. The (9) \_\_\_\_\_ (puzzle) traveller was lost in his thoughts when a (10) \_\_\_\_\_ (fall) walnut hit his head.

Q3. Letter writing (150 words): (10)

You recently bought a laptop for yourself but it did not work properly. Write a Letter to the company manager, mentioning details like the time you bought it, the problem and say what you would like the her to do to resolve it.



Q4. Description (150 words): (10)

Imagine that you have to write a newspaper article on "Your Ideal City." Write describing what an ideal city (facilities, amenities, accessibility, transport, safety, cleanliness etc.) should be like.

Q5. Essay Writing (250 words): (15)

a) Education helps to establish moral and ethical values.

Q6. Pick out the sentences where the subject does not agree with the verb and correct that. (10)

a) She write one page every day.

b) My friend are flying in today to visit me and my family.

c) Everyone have done his or her homework.

d) Each of the students are responsible for doing his or her work.

e) The samples on the tray in the lab needs testing.

f) Mary and John usually plays together.

g) Both of the dogs has collars.

h) Neither my sisters nor my mother are going to sell the house.

i) At the end of the semester come the hard tests.

j) Both of my roommates has decided to live in the hostel.

Q7. Fill in the blanks with appropriate modals given below. You may use these modals more than once. (10)

will, shall, would, should, may, might, shouldn't, might, would, need, should, couldn't

(i) She works for longer hours so that she ..... earn more for family

(ii) I have already decided that I .....(not go) to school tomorrow

(iii) .....bring you a glass of water ?

(iv) The trespassers ..... be prosecuted

(v) You ..... (not go) out of the house, That's my order."

(vi) the best team win!

(vii) ..... you mind turning down the volume of your radio?

(viii) I ..... have got up so early in the morning.

(ix) ..... you mind passing the salt, please?

(x) You..... have shouted at him, he is really upset.

Q8. Write a composition of about 150 words on any one of the following topics.

(15)

- a) Artificial Intelligence
- b) The Role of outdoor activities in our daily life.
- c) Sustainable Development

**CERTIFICATE PROGRAMME IN FUNCTIONAL ENGLISH (CFE)  
ASSIGNMENT (BEG-006: JOINING THE WORK FORCE)**

**Course Code:CFE/TMA/2023-24  
Max. Marks:100**

**All questions are compulsory.**

1. Read the passage given below and answer the questions that follow: (2x5=10)

The Himalayan valley is the geographical guard of the Indian territory against any foreign invasion keeping the enemy at bay from the western to the eastern subcontinent of the Asian sphere. The valley abounds with a classified variety of different glaciers, wildlife, peaks and thick vegetation liable to support the homo sapiens.

Pindari glacier is a range of four glaciers, namely Sunderdunga, Namik, Pindari and Kafni. To go to Pindari glacier it is a 54 km trek and the walking part is normally covered in four days. In this trek, we cross many mountains and forests and see a lot of wildlife. We were eight members in the team. The whole trip took us ten days in the mountains. Throughout the way, our guide and my father explained to us the various features of the Himalayas we were passing through. We had to face bad weather for two days. There was a steep climb at some places and as we climbed up we were affected by high altitude sickness and lack of oxygen and we felt very tired.

Pindari glacier is surrounded on all sides by snow-covered peaks such as Nanda Devi, Nanda Kot, Nanda Khat, Bailiuri and many more. This glacier is a frozen river of ice and settled in such a way that it looks like a huge staircase. There I saw all physical features such as gorges, moraines, hanging valleys, etc.

- (A) Pindari glacier is.....
- (i) a glacier range of four mountains namely Sunderdunga, Namik, Pindari and Kafni
  - (ii) a mountain peak surrounded by Sunderdunga, Namik and Kafni
  - (iii) a forest in the Himalayan region
  - (iv) a range of four glaciers, namely Sunderdunga, Namik, Pindari and Kafni
- (b) A trip to Pindari glacier.....
- (i) is very informative
  - (ii) helps in understanding the natural geography
  - (iii) is an adventurous experience as one has to face bad weather and difficult treks
  - (iv) is all of the above
- (c) .....made the members suffer while trekking to their destination.
- (i) Steep climb and lack of oxygen
  - (ii) High altitude sickness, lack of oxygen and steep climb

- (iii) Lack of oxygen and tiredness
- (iv) Lack of oxygen and snow-Covered peaks

(d) The temperature in the area is.....

- (i) normal
- (ii) below zero degree
- (iii) very high
- (iv) warm

(e) The word in the passage which means the same as 'characteristics' is.....

- (i) features
- (ii) altitude
- (iii) treks
- (iv) gorges

- b) Give an appropriate title to the passage. (1)
- c) What are the synonyms of 'warm' and 'guide' ? (2)
- d) What is the opposite word of 'peak' and 'lack'? (2)
- e) Find the words/phrases/expressions in the passage that have similar meaning to those given below: (10)
  - 1) Protector
  - 2) Attack
  - 3) Rival
  - 4) Accountable
  - 5) Flora
  - 6) Humans
  - 7) Sharp
  - 8) Enclosed
  - 9) Cold
  - 10) Giant

Q2. Write a letter to the tours manager of Ashok tours and travels, Bangalore, seeking information regarding the tour package offered by the company. You are Ms. Asha/ Mr. Ajay from Chandigarh, Punjab, who is planning to visit all the holy places of south India with your aged mother and father for a month's time this October. (15)

Q3. Read the following advertisement announcing a vacant post in a resort: A dynamic young person with at least two years' experience in a manager's capacity and vision for an energetic and attractive resort. Apply within a week's time to the CEO, Vatika resorts and hotels, Dhaula Kuan by 10th of Dec. Photo with relevant documents is required. Write an application for the post giving your CV. (10)

Q4. Imagine you are the class representative of your class. Your college has experienced a number of moral and ethical issues. You have been asked by the management to write a detailed report about this. Include in your report the following points: (20)

- Reason for such behaviour
- Ways and means to resolve/lessen the problem
- A grievance procedure that can be followed whenever there is dispute

Q5. You are a part of a group discussion on "Importance of mental health". Write out the discussion using the following points: (10)

- Reasons for discussion
- Stress management
- Safety measures to be taken around such people

Q6. Rewrite these passive sentences in the active form. (10)

1. A party is being held tonight at his house by his friends.
2. The clothes are not being stitched by the tailor.
3. A meeting is being held in the hall.
4. Tennis is being played by him regularly.
5. A nest has been built by the bird.
6. Their homework has not been completed by them.
7. Her sad tale has not been heard by us.
8. A brave fight was put up by the Rajputs.
9. The son was being looked after by his mother
10. An ice cream is being eaten by the child.

Q7. Write short notes on one of the following: (10)

- a) Importance of discipline in life
- b) Honesty is the best policy