

CFE

Certificate Programme in Functional English CFE

ASSIGNMENT
(For July 2021 and January 2022 sessions)

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



School of Humanities
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ASSIGNMENT
For
CERTIFICATE PROGRAMME IN FUNCTIONAL ENGLISH

Course Code: CFE/2021-2022

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.
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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:
For June Exam **31st March**
For December Exam **30th Sept**

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/2020-21
Max. Marks:100**

All questions are compulsory.

1. Read the passage carefully and then answer the questions that follow:

Not unlike drugs or alcohol, the television experience allows the participant to blot out the real world and enter into a pleasurable and passive mental state. The worries and anxieties of reality are as effectively deferred by becoming absorbed in a television program as by going on a "trip" induced by drugs or alcohol. And just as alcoholics are only inchoately aware of their addiction, feeling that they control their drinking more than they really do ("I can cut it out any time I want — I just like to have three or four drinks before dinner"), people similarly overestimate their control over television watching. Even as they put off other activities to spend hour after hour watching television, they feel they could easily resume living in a different, less passive style. But somehow or the other while the television set is present in their homes, the click doesn't sound. With television pleasures available, those other experiences seem less attractive, more difficult somehow. A heavy viewer (a college English instructor) observes: "I find television almost irresistible. When the set is on, I cannot ignore it. I can't turn it off. I feel sapped, will-less, enervated. As I reach out to turn off the set, the strength goes out of my arms. So I sit there for hours and hours." The self-confessed television addict often feels he "ought" to do other things — but the fact that he doesn't read and doesn't plant his garden or sew or crochet or play games or have conversations means that those activities are no longer as desirable as television viewing. In a way a heavy viewer's life is as imbalanced by his television "habit" as a drug addict's or an alcoholic's. He is living in a holding pattern, as it were, passing up the activities that lead to growth or development or a sense of accomplishment. This is one reason people talk about their television viewing so ruefully, so apologetically. They are aware that it is an unproductive experience, that almost any other endeavour is more worthwhile by any human measure. Finally it is the adverse effect of television viewing on the lives of so many people that defines it as a serious addiction. The television habit distorts the sense of time. It renders other experiences vague and curiously unreal while taking on a greater reality for itself. It weakens relationships by reducing and sometimes eliminating normal opportunities for talking, for communicating. And yet television does not satisfy, else

why would the viewer continue to watch hour after hour, day after day? "The measure of health," writes Lawrence Kubie, "is flexibility and especially the freedom to cease when sated." But the television viewer can never be sated with his television experiences — they do not provide the true nourishment that satiation requires — and thus he finds that he cannot stop watching.

(a) Answer the following questions by choosing the correct option — (1), (2) or (3)

05

- (i) The experience of watching TV is similar to that of consuming drugs as both
 - (1) give pleasure (2) create anxieties (3) create nearness to reality
- (ii) TV addicts wrongly think that
 - (1) They can control their habit (2) they have no control on their addiction (3) their normal life is over
- (iii) TV addicts find it difficult to
 - (1) sit and watch TV for hours (2) be engrossed in a show on TV (3) switch off the TV
- (iv) TV viewing is more attractive to the addict than
 - (1) drugs (2) reading (3) alcohol
- (v) Because of one's addiction to TV, one can become quite
 - (1) unproductive (2) active (3) worthwhile

(b) State whether the following statements are True or False:

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- (i) The experience of watching TV makes a person become passive.
- (ii) A TV addict lives in the real world.
- (iii) Watching TV for long hours makes people conscious of real life problems.
- (iv) People who get addicted to watching TV for long hours think they'll be able to switch it off whenever they want to.
- (v) A compulsive viewer thinks he can resume a more active life whenever he wishes to and he is able to do so.
- (vi) Alcoholics and TV viewers lead similar lives. (vii) To a TV addict playing games, reading or planting his garden is equally desirable.
- (viii) A habit turns into a serious addiction when it starts having a negative impact on a person's life.
- (ix) An addict enjoys the unreal world more than the real world.
- (x) In spite of being aware of the hold of their addiction on their lives, addicts are not able to give it up

(c) Match the words in Column A (taken from the passage) Column B.

05

Column A with their meanings in Column B

- | | |
|----------------|-------------------|
| (a) defer | (i) caused |
| (b) induced | (ii) incompletely |
| (c) inchoately | (iii) with regret |
| (d) ruefully | (iv) postpone |
| (e) distorts | (v) misrepresents |

2. Fill in the blanks in the paragraph below with the correct form of the words given in brackets: 10

I began my life among books when I was very young. In my grandfather's study they were everywhere and we were i (forbid) to dust them except once a year. Even before I could read, I already ii (respect) them. I felt that our family's iii (prosper) depended on them. I used to touch them in secret to honour my hands with their dust. Hundreds of times I saw my grandfather iv (absent mind) walk round the table, cross the room and v (hesitate) pick out a volume without vi (allow) himself time for choice, vii (look) through it as he went back to his armchair. With a combined viii (move) of his thumb and forefinger he would open a book, ix (make) it creaks like a shoe. I sometimes got close enough to observe them and felt their pale, dank and x (slight) blistered pages.

3. Youth of today are very conscious of their looks. They watch advertisements on TV, read about the lifestyle of rich people and like to copy them. Compose a paragraph describing how youth and teenagers have changed today. The essay entitled "Youth and Changing Lifestyles" must be written in about 150 words 10

4. Add the prefixes *un-*, *dis-*, *in-*, *ir-*, *il-*, *im-*, *mis-* to the following words. There are two extra prefixes. 5

inform, audible, logical, kind, reverence

5. Fill in the blanks with *a*, *an* or *the*. The first one is done for you. 10

I immediately went round to the Boma to make complaint about.....way I had been treated. There was.....young district Officer there whom I knew well. He took me into his office. He listened with sympathy to my story and began thumping..... table in his indignation. He said, 'Look here, Kenneth, if ever you want anything just come along to me and I will give you.....note.' 'But,' I said, 'that is

not... point, what about all the thousands of others who want to be treated like reasonable human beings in...shops?

Have they got to come to you every time for..... note?’ He promised to write..... letter to..... chemist and I let the matter drop.

6. Here is some information on how tea is grown, prepared and drunk. Fill in the blanks by choosing the correct verb forms from the brackets in each case. 10

Tea is a popular drink all over the world. It(is made/made) from the leaves of the tea plant, which.....(grow/grows) in very warm countries. The leaves (are dried/dried) and then are put in boiling water and allowed to stand for a few minutes. This.....(makes/make) a hot drink having a reddish brown colour, and a pleasant flavour. Most of the world’s tea.....(is grown/has grown) in India, Sri Lanka, Japan and Indonesia.

The tea leaves.....(is picked/are picked) by hand or cut off with scissors. The quality of tea...(depend/depends) on the soil in which it is grown, the age of leaves at the time of picking. It also.....(depend/depends) on how it(made/is made). Tea is not a good drink for children, but it... (is/are) harmless for grown ups if they do not drink too much of it.

7. Write an Essay in about 250 words on any **one** of the following. 15
- i) Education in the Corona Times
 - ii) Climate Change is everyone’s problem
 - iii) Animal Rights Vs Human Rights

8. Imagine that a new person has come to your classroom. Using What, Why, How, Where, When, etc. ask information about the following points: 10

Example: Name

Ans. What is your name?

- 1. age
- 2. come from which city
- 3. speaks which mother tongue
- 4. residence at present
- 5. hobbies and interests

9. Write a dialogue in about 150 words on the following situation:

10

A well-known hospital in your town has started a regular health-check camp for the economically weaker sections of society, free of cost. In six months' time the project has received tremendous response – especially from old people and young mothers. You are Anita Sharma, a doctor working at the hospital. A newspaper journalist wants to know details about the project and how many people have benefitted from it. Write a dialogue between the two in about ten turns.

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

**Course Code: CFE/TMA/2020-21
Max. Marks:100**

All questions are compulsory.

I Read the passage given below and answer the questions that follow:

In Ratnam village, life was routine for each and every member. They opened their eyes open at the crack of dawn washed up, packed and set off to gain from the fertile land. But among the people there, was one young lad, Rajan, who shirked routine and thought differently. He wanted to dwell on his own and live life on his own terms. So, he looked around for ideas. People poked fun at him, his friends thought he was a bit wrong in the head, while his parents cursed themselves for having such a son in their family. But Rajan turned a deaf ear to the continuous ugly downpour of words. One day, as he walked through the village his shoes got stuck in the mud on the road. Pulling them out from the mud, Rajan landed on his back with a thud, holding his shoes to his chest. He lay there for a few minutes and then suddenly, it dawned on him what he wanted to do in life. The 21st century belongs to the knowledge age, where acquisition, possession and application of knowledge are the most important resources. To India, knowledge is not new. Ancient India was an advanced knowledge society with a continual process of intellectual renaissance through inspiring contributions by saints of many faiths, philosophers, poets, scientists, astronomers and mathematicians. There existed great universities like Takshashila and Nalanda where students not only from India but also from far-off countries come to study diverse subjects. Many scholars have said that India culturally conquered and dominated China for 20 centuries without sending a single soldier across the border.

He went around observing the shoes of everyone in the village and felt sorry at the sight of the tattered footwear. The city shoes were too expensive for the poor villagers and so they wore shoes till no one could use them any more. Rajan went to the city to collect information and resources on how to make shoes. He worked with a shoemaker only to return home six months later, equipped with knowledge and material. He made a pair of shoes for every member of his family, they proudly walked around the village and spoke lovingly of their son's talent. Soon, people requested Rajan to make shoes for them. He did, at a price they could pay, but at a price with which he could make a profit. Word spread like fire, and Rajan had shoe projects he never dreamt of. He put up a board at his home, "Rajan Shoe Mart" Give your feet some love was the tagline he used, to attract people and profits. And so, Ratnam village had something un-

routine about it. There was a new cobbler who made shoes in their village. Soon Rajan employed six men in his small factory and taught them the craft of weaving rubber and tan. Transporters were employed to deliver the products. Suppliers were employed to receive the products. Rajan's father was given the charge of the factory's finance. His mother was in-charge of quality. Every one in Rajan's family had a job that earned them more money than their regular jobs. Rajan's parents were now proud of their son. He was not a useless son anymore. Now he was 'Rajansaheb.' After all, he was the village saviour.

A. Answer the following questions by choosing the correct option A, B or C. 05

1. Choose the most appropriate title for the story:
(A) Rajan, the city cobbler. (B) The Lazy Boy. (C) The Boy who changed his Life.
2. Why did people poke fun at Rajan?
(A) Because he was Lazy. (B) Because he thought differently.
(C) Because his parents ignored him.
3. Why did the villagers buy city shoes?
(A) Because the city shoes were too costly. (B) Because the villagers were miserly (C) Because the city was far from the village.
4. When did Rajan decide what he wanted to do in life?
(A) When his parents cursed him. (B) When his shoes got stuck in the mud. (C) When he visited the city
5. How did the villagers come to know at Rajan's shoes making ability?
(A) Rajan advertised in the village (B) Rajan opened a new shoe mart.
(C) By looking at his family member's shoes.

II State whether the following statements are **True** or **False** :-

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- (1) The people of Ratnam woke up very late in the morning.
- (2) Rajan had ideas of his own and did not listen to anyone.
- (3) Rajan's friends thought he was a very intelligent and clever boy.
- (4) Rajan decided about his future only after seeing the footwear of the villagers.
- (5) The villagers were too poor to afford the shoes from the city.
- (6) Rajan went to the city to buy new shoes and machinery to make shoes.
- (7) Rajan made new shoes for his family members so that the villagers could see them.
- (8) The shoes that Rajan made for the villagers were cheap and affordable.
- (9) Rajan worked alone in his house and made shoes for everyone.
- (10) Rajan became a respectable man in his village.

III Look at these words and phrases taken from the reading passage. Match them with the correct meaning given in the box. 05

(1) Tattered footwear (2) Word spread like fire (3) Wrong in the head (4) Dwell (5) Given charge

(a) to work (b) crazy (c) torn shoes (d) live (e) given a battery (f) new shoes (g) news went around (h) give responsibility.

IV Fill up the blanks with the correct form of the word 5 given in brackets. 05

- (1) Nowadays, many people have made a lot of money and have become _____ (Wealth)
- (2) Many Clinics have come up all over the city _____ (Fertile)
- (3) People nowadays are supposed to be more than people in the past _____ (civilize)
- (4) Handloom mills have been in India for many years. _____ (Flourish)
- (5) In our state, sugarcane grows _____ (abundant)

V Letter writing (150 words): 10

You recently bought a micro-wave oven for your kitchen but it did not work properly. Write a Letter to the shop manager. In your letter, say when you bought the oven, what the problem is and say what you would like the manager to do.

VI Description (150 words) 10

Imagine that you have to write a news paper article on "Your Ideal Educational Institution." Write describing what an ideal educational institution (school, college or university) should be like. Write about location, facilities, faculty, etc.

VII Essay Writing (250 words) 20

Some people say that Technology is a big boon for the younger generation. Others believe that Technology has hampered the growth and imagination of the upcoming lot. Write an essay on what you think about the pros and cons of Technology and its use by young people in 21st Century.

VIII Pick out the sentences where the subject does not agree with the verb and correct them. 10

11

- i Politics play an important part in our lives.
- ii Neither she nor her sister are to blame.

- iii Dombey and Son is an interesting novel by Dickens.
- iv During difficult times the poor suffers more than the rich.
- v Renu and her friends has decided to study through the night.
- vi Nobody has any objections about the new rules.
- vii Either the accused or his cronies have the diamonds.
- viii The committees have unanimously voted for the resolution.
- ix A lot of milk have been wasted in preparing the new recipe.
- x All the books by the author have been sold.

IX Fill in the blanks with appropriate modals given below. You may use these modals more than once.

10

shouldn't	might	would
need	should	couldn't

- i It's surprising that the teacher only scolded Rina, she ____ have been punished more severely for doing what she did.
- ii Why didn't you tell me that you were eating at your friend's house, I _____ have cooked so much food.
- iii You are silly to go to the deep end of the swimming pool, you ____ have drowned.
- iv I _____ have got up so early in the morning.
- v You _____ have shouted at him, he is really upset.
- vi I _____ have reached the party on time, nobody arrived for a long time.
- vii Why didn't you come by the Metro .It _____ have been easy for me to pick you from the station.
- viii You have taken shelter under a tree; you _____ have been struck by lightening.
- ix You _____ have borrowed my book without asking me.
- x _____ you mind passing the salt, please?

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

15

- Emotional Intelligence
- The Role of Sports in shaping young minds
- Sustainable Development

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

Course Code:CFE/TMA/2020-21

Max. Marks:100

All questions are compulsory.

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

A Beggars are a common sight in India. They are found at all crowded places, i.e., near temples, in market places, at railway stations and bus stops, etc. Many of them are hideously disfigured to arouse pity in people. Some of them are very persistent and annoying. They are known also to hurl curses and abuses at those who do not give them anything. They seem to have no self-respect as they whine and cajole others into paying them. Beggars belong to all age groups — small children who learn to beg from the day they begin talking, able-bodied young men, or tottering old men and women.

Why do people beg? After all it is very degrading for anyone to have to beg. Poverty and widespread unemployment compel people to pass days and days without food. Hunger drives them to beg for their food. Later it becomes a habit.

Besides poverty, laziness is another reason. Begging, to some people, appears to be easier than doing honest work. Many beggars are rich. Kidnapping children makes them rich and idle.

Beggary is a social evil. It degrades human beings to the level of whining, whimpering parasites, robbing them of all vestiges of self-respect.

In order to remove this blot on our society, the government can help a lot. The first step is to provide food, shelter and employment to the beggars. Giving and asking for alms should be banned by law. The beggars should be assured of the basic necessities of life.

(a) Answer the following questions:

- | | |
|--|---|
| (i) Give an appropriate title to the passage. | 1 |
| (ii) Why are some beggars annoying instead of being objects of pity? | 2 |
| (iii) List the reasons for begging. | 2 |

(b) Find the words/phrases/expressions in the passage that have similar meaning to those given below: 10

- (i) places with lots of people
- (ii) continuing to be unpleasant for a long time
- (iii) to complain in an annoying way
- (iv) to convince someone about their view point
- (v) a feeling of total lack of respect
- (vi) forces
- (vii) living off others without payment
- (viii) traces
- (ix) shame on our society
- (x) a home

2. Write a letter to Bhagwat Travels, Kangra, HP with a request to supply information for their Uttarakhand tour. Yours is a group of 10 young boys and girls of S.I. College with three ladies. Make necessary enquiries. You are group captain of the 'Youngsters Club'. 15

3 Read the following advertisement announcing a vacant post in a multinational company: A dynamic young man with at least three years' experience in a senior officer capacity and vision for a progressive MNC. Apply within a week's time to The MD, Vasudha Enterprise, DhaultaKuan by 17th Dec. CV with recent photo is required. Write an application for the post giving your CV. 10

4. Imagine you are the Team Leader in your company. Your company 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 behavior
- Ways and means to resolve/lessen the problem
- A grievance procedure that can be followed whenever there is dispute

5. Match the words in Column A with their meanings in Column B. The meanings are based on the passage. 10

Column A	Column B
1. bandit	a. saying something very quietly almost in a whisper
2. truculence	b. useless action
3. ambush	c. looking dull and unpleasant
4. ruffian	d. become less violent or intense
5. sullen	e. a person who is violent and often involved in criminal activities
6. undertones	f. an action that is exaggerated to draw another person's attention to you.
7. futile	g. a device or a piece of machinery
8. ostentation	h. attacking people after hiding and waiting for them
9. contraption	i. acting in an angry and aggressive manner
10. subsided	j. an armed robber

6. You are a part of a group discussion on "Life during pandemic". Write out the discussion using the following points: - 10

- Reasons for the spread
- Stress management during the disease time.
- Safety measures to be taken

6. Rewrite these passive sentences in the active form. Begin with the word(s) given. 10

- i The systems can easily be operated by ordinary office staff.
Ordinary office staff.....
- ii The new software can be mastered easily in a couple of days.
You.....
- iii Increased productivity has been achieved by using better trained staff. Using better trained staff.....
- iv The invoices are now sent out a week earlier.
The department
- v Better results can only be achieved if you workharder.
You
- vi The new note-taking method will be introduced in our office.

- We
- vii You should be warned about the dangers of not co-operating with the personnel manager.
I.....
 - viii All relevant information about the meeting will be supplied in advance.
The organizers.....
 - ix You are requested to send your paper by the end of this month.
We.....
 - x All are expected to participate in the faculty development programme.
The Vice Chancellor

8. Write short notes on **one** of the following: 10
- i) How to use Hobbies/Interests for a career.
 - ii) Morality and ethics in business