

**CERTIFICATE PROGRAMME IN
FUNCTIONAL ENGLISH (CFE)**

Term-End Examination

December, 2012

BEG-004 : ENGLISH IN DAILY LIFE

Time : 3 hours

Maximum Marks : 100

Note : All questions are compulsory.

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

(A) TIME MANAGEMENT SKILL-PUT FIRST THINGS FIRST.

Stephen Covey, in his inspiring and life changing book "The Habits of Highly Effective People" asks the question: "What one thing could you do on a regular basis that would make a tremendous positive difference in your personal life?"

It does not have to be a huge thing. Neither does it have to be something that requires a huge investment of time, energy or resources on your part. It just has to be something that you can do consistently.

You will discover that you will eventually be doing more of that one thing than you could have thought possible when you started. Over time, it will make a huge difference. Stephen Covey

further adds that "It's usually not the dramatic, the visible, the once-in-a-lifetime, up-by-the-bootstraps effort that bring enduring success. Empowerment comes from learning how to use this great endowment in the decisions we make everyday."

He called this habit "putting first things first." I like that name because often we do not put first things first. We put things which matter most at the mercy of things which matter least.

We subordinate our dreams for our jobs, our bosses, our friends, our parents and a whole lot of other people and activities. We should instead place our hopes and dreams as the most important thing everyday.

TIME MANAGEMENT SKILL-DO THE IMPORTANT THINGS

What we need to do is concentrate on the things that are most important. The hard part is that these are usually the things that are not urgent. Yet they are things that will make the biggest difference to our lives.

Why not turn off the television set tonight and read an inspiring book? Why not take a quiet moment to sit down and write down what you want to do with the rest of your life?

TIME MANAGEMENT SKILL-CONCLUSION.

If you have not done anything today to get you

closer to your dreams you are not a dreamer, you are a wisher. Wake up and do something about it or watch the dreamers take hold of their dreams, one little step each day. In the words of Jim Rohn, "Motivation is what gets you started. Habits is what keeps you going." Develop the habit of putting first things first today. Work on your dreams each and everyday. You are all you can be. Go on and be it!

Answer the following questions by choosing the correct answer (a) , (b) or (c) : 5

- (I) What should you do on a regular basis to make positive difference in life?
- (a) something huge
 - (b) something that requires a huge investment
 - (c) something you can do regularly
- (II) The decisions that are important are:
- (a) the decisions that we take everyday.
 - (b) the dramatic decisions.
 - (c) the once-in-a-lifetime decisions.
- (III) Most important things in life are:
- (a) not so urgent.
 - (b) those that make a difference to our lives.
 - (c) those that mean success.

(IV) Motivation

- (a) helps you switch on the television.
- (b) helps you become a dreamer.
- (c) is what gets you started.

(V) Habits

- (a) keep you going.
- (b) take you nowhere.
- (c) are not useful to achieve your dreams.

(B) State whether the following statements are true or false : 10

- (a) Stephen Covey is the author of "The Seven Habits of Highly Effective People.
- (b) He says to be effective requires a huge investment.
- (c) Consistency according to him is an effective tool.
- (d) Only when you start, you will realise that you are doing more than one thing.
- (e) Success comes in doing dramatic things.
- (f) We must put first things first.

- (g) Important things are not always urgent.
- (h) You are a wisher if you do not do things to get closer to your dreams.
- (i) Motivation does not help to get you started.
- (j) Habits keep you on the right track.

(C) Use the words/phrases taken from the passage given below and fill in the blanks in the sentences : 5

effective, tremendous, enduring, subordinates, concentrate.

- (a) He had a peaceful death after _____ pain for several months.
- (b) I am unable to _____ on my work because of the loud speakers.
- (c) To be an _____ speaker, you must be well informed.
- (d) He has proved that he has _____ patience.
- (e) He is unpopular with his _____.

2 Fill in the blanks with correct conjunctions from the brackets : 5

- (a) The bucket filled _____ (when, and) I turned the water off.
- (b) _____ (although, but) he is an old man, he is not afraid of anything.
- (c) You can miss school tomorrow _____ (or, if) you complete your work today.
- (d) The boy is very shy _____ (though, yet) he take part in debates.
- (e) I saw your face _____ (when, though) you turned around.

3. Fill in the blanks with the right words from the list given below. 5

reflect, memorised, consequences, deal, advice
advise

- (a) All of us have to _____ with some major changes in our lives.
- (b) We all enjoy giving _____ even if it is not asked for.
- (c) A speech that is _____ is usually not interesting.
- (d) When you make any presentation you must _____ the enthusiasm you feel.
- (e) You must always weigh the _____ of your actions.

4. Fill in the blanks in the paragraph with the correct forms of the verbs : 10

As soon as the Iceman was _____ (discover) people all over the world began _____ (wonder) who he was. Was he a hunter or a shepherd _____ (catch) in a storm, or a trader who _____ (has) lost his way while _____ (cross) the Alps. Where had he _____ (come) from, and where was he _____ (go)? Historians _____ (believe) that he must have come from one or two different areas of settlement. Prehistoric villages were usually _____ (build) near rivers or lakes. People _____ (live) by hunting and simple farming.

5. Rewrite the following sentences after correcting them : 5

- (a) What you have been doing ?
- (b) About five minutes of a short speech plan.
- (c) Issues complex broken up for analysis must be.
- (d) Your speech will needs interesting introduction.
- (e) Reduce your notes into a few word in each heading.

- 6 Transform these sentences from Active to Passive voice or vice versa as the case may be : 5
- (a) The boy picked up the book.
 - (b) He was asked by his mother to return home by four.
 - (c) The announcement by the teacher was not audible.
 - (d) The judge ordered the criminal to maintain silence.
 - (e) The chief guest apologised to the audience for being late.
- 7 On your way back from work you witnessed a horrible accident involving three vehicles. Write a description of what you saw for a local newspaper. (150 words) 10
- 8 You have recently met Rahul Sengupta who has inspired you a great deal. Write a letter to your friend Renu telling her about this meeting. (100 words) 10
- 9 Write an essay in about 200 words on the importance of every citizen standing up against corruption. 20
- 10 Your friend catches you lying. Write a dialogue where you try to explain and justify your behaviour. 10
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