

00494

**CERTIFICATE IN SPOKEN  
ENGLISH AND PERSONALITY  
DEVELOPMENT**

**C S E P D**

**Term-End Examination**

**December, 2010**

**OSSI-002 : ENGLISH AT WORK - I**

*Time : 2 hours*

*Maximum Marks : 60*

**Note :** *The paper carries six questions. All questions are compulsory.*

1. Read the passage carefully and answer the 10 questions that follow :

Moni was very happy. It was her birthday. She had invited all her friends and except for Vrinda, who was out of town, all had said they would come. It was almost four O'clock-just an hour to go for them to arrive, Moni thought happily. She went into the drawing room to make sure everything was in order. The cushions were all in place, the newspapers were stacked neatly in the magazine stand, the table-top was glistening. Then something caught her eye it was a half-eaten sandwich lying on a plate on the side-table. "That has to be Milind", she muttered under her breath

and went to pick it up. Crash ! it slipped from her hand and fell to the floor with a loud sound, at once breaking into a hundred odd pieces. "Oh no. !" she waited and rushed into the kitchen to get a duster to clean the mess.

- (a) Describe Moni's state of mind. What was the reason behind it ? **1+1**
- (b) At what time were her friends expected ? **1+1**  
What did Moni notice suddenly ?
- (c) What was Moni's reaction on seeing the object ? What happened as she went to remove it ? **1+1**
- (d) Give meanings of the following words : **1x4=4**  
(i) Stacked                      (ii) Muttered  
(iii) Glistered                (iv) Wailed
2. Write a paragraph, in **100-120** words, on **any one** of the topics : **10**
- (a) The advantages of Internet.
- (b) My school.
3. As Govind/Geetika Paul, write an email to the manager of Masie Super Mart, complaining about a defective DVD player they have sold to you. **10**

4. Ramesh has written, an email to his boss 10  
complaining about his seat's location. Put a tick  
on the correct options :

- (a) The subject line should say
  - (i) Change my seat
  - (ii) Request for seat change
  - (iii) Seat
- (b) Ramesh should address his boss as
  - (i) Dear friend
  - (ii) Hi sir
  - (iii) Dear sir
- (c) The first line should be
  - (i) I have an uncomfortable seat
  - (ii) This is to bring to your notice that my seat is located inconveniently.
  - (iii) I want to know if I can get a better location.
- (d) The email must end with
  - (i) I shall be grateful if this could be done
  - (ii) Please make sure this happens
  - (iii) I hope you will get this done ASAP.
- (e) The sign-off line should be
  - (i) Cheers
  - (ii) with regards
  - (iii) All the best

5. Match the words in Column A with statement/ phrases in Column B. 10

	Column A		Column B
(a)	We must	(i)	a lot in twenty four hours
(b)	Ram should have	(ii)	would be late for dinner
(c)	I could have	(iii)	don't make a commitment
(d)	One can do	(iv)	helped me if I had told her to
(e)	We all	(v)	shall look into the matter and punish offenders
(f)	Harish said he	(vi)	become a doctor if I had studied
(g)	If you con't do something	(vii)	shall go out for dinner
(h)	Seema would have	(viii)	will settle abroad
(i)	The committee	(ix)	not tell lies
(j)	I think I	(x)	reported to work on time

6. Fill in the blanks with suitable words from the ones given in the box : 10

Exemption, replica, mandatory, maximise, scrutinise, fulcrum, eliminate, credible, entrants, unprecedented.

- (a) The \_\_\_\_\_ of power has shifted in favour of employees.
- (b) Group discussions help to \_\_\_\_\_ candidates in the first round.
- (c) Ramesh's story was \_\_\_\_\_ and everyone believed him.

- (d) The painting is a wonderful \_\_\_\_\_ of the original photograph.
- (e) Income tax \_\_\_\_\_ limit has gone up this year.
- (f) Last year there were \_\_\_\_\_ rains in Delhi.
- (g) There are very few \_\_\_\_\_ into the armed forces now.
- (h) In order to \_\_\_\_\_ their gains, business men have to plan carefully.
- (i) All our documents were \_\_\_\_\_ by authorities when we bought our home.
- (j) It is \_\_\_\_\_ to have a passport if one wants to travel abroad.
- \_\_\_\_\_