

CFE

Certificate Programme in Functional English CFE

ASSIGNMENT
(For July 2022 and January 2023 sessions)

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



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ASSIGNMENT
For
CERTIFICATE PROGRAMME IN FUNCTIONAL ENGLISH

Course Code: CFE/2022-2023

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/2022-23

Max. Marks: 100

All questions are compulsory.

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

Culture is the cultivation of a plant or garden, not the eradication of its roots, it is an understanding of the roots and seeds, their patient care and instructed nourishment. Culture is not knowledge, nor is it art, still less is its acquaintance with literature and art. By culture I mean first of all what the anthropologists mean; the way of life of a particular people living together in one place. That culture is made visible in their arts, in their social system, in their habits and customs, in their religion. It is an aggregate of customs, institutions, manners, standards, tastes, morals and beliefs. Now these are transmitted rather by the family than by the school, hence when family life fails to play its part, we must expect our culture to deteriorate. It is a delusion to think that the maladies of the modern world can be put right by a system of instruction. On the contrary, universal education, by lowering standards, morals and tastes to a common denominator, and by sharpening the wits rather than disciplining character, tends to break down existing checks and balances. Education should be the drawing forth of potential values, it should not be the destruction of the safeguards that tradition places around young egos naturally inclined to willful and precarious flights.

A. Answer the following questions by choosing the correct option 1,2 or 3.

05

- I. The writer uses the term 'culture' to refer to
(1) the cultivation of a plant or garden by a community
(2) one's acquisition of knowledge,
(3) the way of life of particular people living together in one place
- II. The passage suggests that universal education
(1) is, in fact, aggravating the existing problems of the modern world
(2) is the solution to the problems in the modern world
(3) would prevent us from transmitting culture to the future generation
- III. The culture of a community is said to deteriorate when
(1) there is a fall in its educational standards
(2) the family life fails to play its part
(3) there is universal education
- IV. The culture of a community is transmitted
(1) more by school than the family
(2) more by family than school
(3) equally by both
- V. According to the passage, education is
(1) the sharpening of wits

- (2) tapping and encouraging the inherent values in man
- (3) the development of moral standards

B. State whether the following statements are True or False:

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- I. Culture is the eradication of roots.
- II. One's acquisition of knowledge is culture.
- III. Culture is described as "a way of life".
- IV. Culture is particular people living together in one place.
- V. Culture is not visible in arts, social system, habits and customs, religion.
- VI. Culture is an aggregate of customs, institutions, manners, standards, tastes, morals and beliefs.
- VII. Culture is generally transmitted by the family.
- VIII. According to the passage, we should sharpen the wits rather than disciplining the character
- IX. Education is the drawing forth of potential values.
- X. Education is the development of moral standards.

a. Match the words in Column A (taken from the passage) Column B. Column A with their meanings in Column B.

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Column A

Column B

- | | |
|-----------------|---|
| a. Cultivation | (i) to pass from one place or person to another |
| b. Eradication | (ii) prepare and use land for crops |
| c. Acquaintance | (iii) slight knowledge or experience |
| d. Transmitted | (iv) opposite to |
| e. Contrary | (v) complete destruction |

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

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It has been _____ (observation) that drivers have _____ (be) more careless and rasher these days. The traffic police committee has _____ (decision) to take this disregard for traffic rules very _____ (serious). CCTV cameras will be _____ (monitor) at all times, and the traffic _____ (offender) will be _____ (catch) immediately by the police at the next junction. It has _____ (be) decided to _____ (penalty) the first instance of law break with a fine and the second with the _____ (cancel) of the driving license.

2. Advertisements are seen everywhere and in every medium. They are a prime way of marketing an idea. To what extent do you think advertising a product is important or do you that think they allure people into consuming unnecessarily? Write an essay entitled "Impact of advertisements" in about 150 words.

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

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available, **appeared**, place, legal, possible

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

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When I met Anil for ___ (1) first time, I was still ___ (2) thief. And though only 15, I was

____(3) experienced and fairly successful hand. Anil was watching ____ (4) wrestling match when I approached him. He was ____ (5) experienced fellow but he looked kind and simple for my purpose. I thought I might be able to gain ____ (6) young man's confidence. Few years ago, Anil had served his first and only sentence in ____ (7) prison library. He loved rare, expensive books. So he robbed ____ (8) safe every year. Each year he planned carefully just what he would do, stole enough to last for twelve months, and secretly bought ____ (9) books he loved through ____ (10) agent.

5. Fill in the blanks by choosing the correct verb forms from the brackets in each case. 10

The man ____ (order) his dog to ____ (fetch) the newspaper. The dog ____ (take) off from his place like a rocket and ____ (return) within moment ____ (wag) its tail with the newspaper. The man ____ (pamper) his obedient dog, so he ____ (give) him a treat of its favourite dog biscuits. The dog began ____ (bark) and ____ (lick) his master's hand happily before moving on ____ (eat) his treat.

6. Write an Essay in about 250 words on any **one** of the following. 15

- i) Status of women in Indian society
- ii) Yoga for better lifestyle
- iii) Role of youth in combatting corruption

7. Imagine that you are hiring for your company. 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 language
- 4. Education and experience
- 5. hobbies and interests

8. Write a dialogue in about 150 words on the following situation: 10

You are Anjali Mishra, a student who wants to continue her education but is unsure where to do it and from which course to take up. Write a dialogue in which you and your teacher discussing the course you should take and the university that is the most appropriate for it. In around ten turns, write a dialogue between the two.

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

Course Code: CFE/TMA/2022-23

Max. Marks:100

All questions are compulsory.

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

Several arguments have been advanced by supporters of the propositions that higher education in India should not be open to all. In the first place, they maintain, making higher education open to all leads to the deterioration of standards of education. There is a steady decline in the educational standards in India. A graduate of the times when higher educational facilities were available to a selected few, had the much higher standard than the graduate of today. The reason is that every Tom, Dick and Harry has not the capacity and ability to comprehend higher truths of life which higher education seeks to discover. Even in ancient India, Takshila and Nalanda Universities had very rigid and stringent rules regarding admission of students. Students seeking admission in these universities had to pass several tough tests before they could be allowed admission in them. By these rigid rules and regulations, these universities maintained one of the highest standards of teaching and learning in the world. The graduates of these universities were the very glass and essence of humanity, whose scholarship evoked admiration of the mightiest and wisest of rulers of those times. Great sanctity was therefore attached to these temples of higher learning. Higher education in India at present finds itself in a mess. There is nothing like standards. Things have come to such a pass that one who is adept in copying and cheating can easily pass higher examinations. Efforts have been made to prevent the students from indulging in unfair practices but to no avail.

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

- I. Choose the most appropriate title for the story:

(A) Higher Education,
(B) The rise and fall of Indian Economy,
(C) Indian tradition and education

- II. **If we make higher education open to all, the standards of scholarship will**

(A) not be affected at all,
(B) be adversely affected,
(C) won't be affected

- III. **The universities of Takshila and Nalanda in ancient India**

(A) were liberal enough to grant admission to anybody,
(B) had very rigid and stringent rules of admission,
(C) had no rules of admission

- IV. **Educational standard of India is going down in today's time because**

(A) copying and cheating are freely allowed in examinations,
(B) funds allocated to education are really very meagre,
(C) admission are allowed to students irrespective of whether they have the capacity and ability for higher scholarship

V. **The graduates which the ancient universities of India turned out**

- (A) dedicated themselves to teaching and nothing else,
- (B) toured different countries of the world to communicate the message of India,
- (C) were the cream of scholarship and humanity

2. State whether the following statements are True or False: 10

- I. According to the passage, making higher education open to all leads to the deterioration of standards of education
- II. There is no steady decline in the educational standards in India
- III. **The universities of Takshila and Nalanda were ancient universities of India**
- IV. **The ancient universities of India** had very rigid and stringent rules of admission
- V. By these rigid rules and regulations, these universities maintained highest standards of teaching and learning in the world.
- VI. **The universities of Takshila and Nalanda in ancient India** were liberal enough to grant admission to anybody and followed no rigid rules
- VII. According to the passage, **educational standard of India is going down in today's time because** funds allocated to education are really very meagre
- VIII. The Higher education in India is going through a great phase.
- IX. The graduates of ancient Indian universities were the essence of humanity, whose scholarship evoked admiration.
- X. According to the passage, higher education in India at present finds itself in a mess

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

- I. Deteriorate
- II. Facility
- III. Comprehend
- IV. Stringent
- V. Indulge

- (a) To understand
- (b) Becoming worse
- (c) Absolutely strict and firm
- (d) Allow oneself to enjoy the pleasure of
- (e) The action of providing something for use

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

- (1) The movement of the earth on its axis _____ (cause) day and night
- (2) Priyanka _____ (begin) to live in this locality recently.
- (3) The doctor _____ (examine) the patient.
- (4) The postman _____ (deliver) the post by 11 a.m. every day.
- (5) Himanshu _____ (fill) up the water bottle when the school bell rang.

5. Letter writing (150 words): 10

You recently bought a new laptop but it is now not working properly. You phoned the shop but no action was taken. Write a letter to the shop manager. In your letter, describe the problem with the laptop, explain what happened when you phoned the shop, say what you would like the manager to do now.

6. Description (150 words): 10

Imagine that you have to write a newspaper article on "Importance of outdoor activity." Write describing why we need to revise our attitude towards it, why sports should be an important part of our everyday life etc.

7. Essay Writing (250 words): 20

Technology undoubtedly offers many advantages, but it also has drawbacks. One such issue is the development of cyber bullying. Write an essay on cyber bullying, outlining its causes and preventative methods.

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

1. She write every day.
2. My dog wait for the postal carrier.
3. I understands the assignment.
4. Each get a trophy for playing.
5. These clothes is too small for me.
6. All the stray cats sleeps at the door.
7. Sugar and flour are need for the recipe.
8. Neither my dad nor my brothers knows how to ski.
9. Everybody enjoy a good book.
10. Few knows what it really takes to get ahead.

9. 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	must	

1. She works for longer hours so that she earn more for family.
2. I take out the cake from the oven now?
3. The trespassers be prosecuted
4. the best team win!
5. you mind turning down the volume of your radio?
6. If she had not fallen ill, she have definitely come.
7. One not touch a live wire.
8. You pay your taxes every year.
9. I.... rather go by train than in your old car.
10. She..... be very tired after this long journey.

10. Write a composition of about 150 words on any one of the following topics. 15

- Talk about your happiest memory.
- The importance of reading
- Climate change

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

Course Code:CFE/TMA/2022-23
Max. Marks:100

All questions are compulsory.

1. Read the passage given below and answer the questions that follow:
 - A. Edmund Burke called the press the Fourth Estate of the realm. I think he did not use this title for the Press thoughtlessly as social ruling group or class. The three Estates or Realms in England Lords Spiritual (i.e., the Bishops in the House of Lords), the temporal, (i.e. other Lords) and Commons, i. e., the common people). The Press has been rightly called the Fourth Estate as it also constitutes a ruling group or class like the Lords and Commons. It cannot be denied in a free country that the Press exercises good deal of influence in shaping public opinion and pointing out the weaknesses or defects of society or of Government, and in general bringing to light all those good or bad things in society which would have otherwise remained unnoticed. The power is not limited or put under any check. The Press, instead of, being controlled by anyone controls life and thought of a nation. Hence, the Press constitutes an Estate by itself. Obviously, thus power which the Press in a country wields depends upon the number of newspaper readers. The opinions and comments of newspapers can influence the life of a nation only when they are read, by people. Reading in turn, requires that the general mass of people should be educated. Thus, the spread of education determines the extent of the newspapers. Where readers are few; newspapers must necessarily be few. Their influence, in that case can extend only to a small minority of population. In a country like India, the percentage of literacy is very low and the standard of journalism is not very high. So, Press has to play the role of a teacher here.
 - (a) Answer the following questions:
 - (i) Give an appropriate title to the passage. 1
 - (ii) What did Edmund Burke call the Press and why? 2
 - (iii)According to the passage, the number of newspaper readers is determined by? 2
 - (b) Find the words/phrases/expressions in the passage that have similar meaning to those given below: 10
 - (i) not showing consideration for the needs of other people
 - (ii) be a part of
 - (iii) denied
 - (iv) the capacity to have an effect or impact
 - (v) Lacking strength
 - (vi) determined behaviour or emotions
 - (vii) a view or judgment formed about something
 - (viii) inevitably
 - (ix) the ability to read and write
 - (x) Someone who helps students to acquire knowledge and wisdom

2. Write a letter to the tour manager- Ashok tours and travels, Bangalore, seeking information regarding the tour package offered by the company. You are Ms Anjali Mittal/ Mr Ajay Mittal from Chandigarh, Punjab, who is planning to visit all the tourist places of south India with your aged mother and father for a month's time in September. 15
3. A Leading multinational company is looking out for talented and dynamic MBA graduates with at least five years' experience to handle a unit at a new location. Apply within a week with all details to Pidilight Industries, Plot No. 2396, Gandhi Nagar, Gujarat. CV with recent photo is required. Write an application for the post giving your CV in response to the following advertisement which appeared in 'The Hindu' dated 20 January 2022. 10
4. Imagine you are the representative of the student union in your college. Your college has experienced a number of admission related issues. You have been asked by the college authorities to write a detailed report about this. Include in your report the following points: 20
- Reason of mismanagement
 - Ways and means to resolve the problem
 - A grievance procedure that can be followed whenever there is mismanagement
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. Kingdom | a. a change which is a result of an action |
| 2. Comprise | b. Deficient or short supply |
| 3. Refuse | c. Estimate |
| 4. Liberty | d. a territory ruled by a king or queen |
| 5. Effect | e. the state of being free |
| 6. Lacking | f. situated at the edge |
| 7. Ignored | g. one is not willing to do |
| 8. Measured | h. the state or condition of being superior to all others |
| 9. Supremacy | i. made up of |
| 10. Marginal | j. to refuse to take notice of or acknowledge |

6. You are a part of a group discussion on "Online studies during pandemic". Write the discussion using the following points: 10
- Continuation of learning
 - Managing and overcoming technical glitches
 - The benefits and need of online studies
7. Rewrite these passive sentences in the active form. Begin with the word(s) given. 10
- I. At dinner, six sandwiches were eaten by Harry.
Harry ate ____
 - II. The flat tire was changed by Sue.
Sue changed ____
 - III. A movie is going to be watched by us tonight.
We are ____
 - IV. The entire stretch of highway was paved by the crew.
The crew paved ____

- V. The novel was read by Mom in one day.
Mom read__
- VI. The house will be cleaned by me every Saturday.
I will ____
- VII. The entire house was painted by Tom.
Tom painted ____.
- VIII. The students' questions are always answered by the teacher.
The teacher always ____
- IX. The whole suburb was destroyed by a forest fire.
A forest fire__
- X. The treaty is being signed by the two kings.
The two kings__

8. Write short notes on one of the following:

10

- i) How to use passion and ambition for a career.
ii) Importance of discipline in life