

CFE

Certificate Programme in Functional English CFE

ASSIGNMENT

(For July 2024 and January 2025 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/2024-2025

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 July 2024 Session: 31st March 2025

For January 2025 Session: 30th September 2025

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/2024-25
Max. Marks: 100

Note: All questions are compulsory

Q1. Read the passage given below and answer the questions that follow: (10)

Alexander Fleming was a Scottish bacteriologist who is best known for his discovery of penicillin, the world's first antibiotic. Fleming's discovery revolutionized the medical field and has saved countless lives. Born in 1881 in Lochfield, Scotland, Fleming showed an early interest in science. He studied medicine at St. Mary's Hospital Medical School in London, where he later worked as a researcher.

In 1928, while experimenting with influenza virus, Fleming noticed that a mold called *Penicillium notatum* had killed a number of bacteria on a petri dish. He isolated the mold and found that it produced a substance, which he named penicillin, that was effective against a wide range of harmful bacteria. Despite the potential of his discovery, Fleming's initial findings did not receive much attention, and it was only years later, with the help of other scientists, that penicillin was developed into a widely-used antibiotic.

Fleming's work earned him numerous accolades, including the Nobel Prize in Medicine in 1945. Despite his fame, he remained humble and dedicated to his work. Fleming's discovery not only transformed the treatment of bacterial infections but also paved the way for future research in antibiotics and immunology. He passed away in 1955, leaving behind a legacy of scientific achievement and medical advancement.

1. Fleming's discovery of _____ revolutionized the medical field.
a) mold b) influenza virus c) penicillin d) bacteria e) antibiotics
2. Alexander Fleming showed an early interest in _____.
a) sports b) medicine c) teaching d) literature e) business
3. Fleming's discovery initially received _____.
a) widespread acclaim b) significant funding c) little attention d) immediate application e) none of the above
4. Penicillin was found to be effective against a wide range of _____.
a) viruses b) fungi c) harmful bacteria d) insects e) plants
5. Fleming remained _____ despite his fame.
a) arrogant b) humble c) distant d) indifferent e) disillusioned
6. Fleming's work earned him numerous accolades, including the _____.
a) Pulitzer Prize b) Nobel Prize in Medicine c) Oscar d) Grammy e) Booker Prize
7. Fleming's discovery transformed the treatment of _____.
a) viral infections b) bacterial infections c) genetic disorders d) neurological conditions e) cardiovascular diseases
8. Write the word similar to 'humble' from the passage.
9. Write a synonym of the 'discovery'.
10. Write the opposite of the word 'humble'.

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 women by sight, and I _____ (3) (spend) a few seconds thinking why she _____ (4) (seek) me out on a Friday evening. During this pause, three small cats _____ (5) (walk) up the path from the house behind me, _____ (6) (thread) a way around me and the two women outside, and silently _____ (7) (climb) up into a tree in the middle of the yard 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 a futuristic technology 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)

Honest, legal, possible, place, logical, agree, fit, fortunate, rational

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

"This is just _____ kind of car I am looking for. Does it have _____ sunroof?" "Yes, Sir, _____ sunroof is at _____ top and what _____ view it gives!" "Last time I met John, he was looking for _____ job." "What happened to _____ job I had got him?" "Our town doesn't have _____ cinema. I have to travel 50 kilometers to reach the nearest one to watch _____ movie." "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 train and _____ (1) (leave) the station early. We _____ (2) (be) on the tracks for three hours, when our train _____ (3) (hit) a deer that _____ (4) (run) across the tracks. The train _____ (5) (go) off the tracks but we _____ (6) (escape) with minor bruises. Had we _____ (7) (travel) faster, we _____ (8) (involve) in a major accident. The mishap _____ (9) (delay) us but did not _____ (10) (dampen) our spirits.

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

a) The importance of education. b) My dream vacation. c) 'Actions speak louder than words.'

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/multilingual
4. Hobbies and interests
5. Future aspirations, etc.

Q9. Write a dialogue in about 150 words on the following situation (10)

You are Rahul/Rina, a concerned citizen who has been noticing the increasing pollution in your city. Write a dialogue between you and a government official in about 10 turns.

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

Course Code: CFE/TMA/2024-25
Max. Marks: 100

Note: All questions are compulsory

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

The Arctic fox is a small, white-coated predator native to the Arctic regions of the Northern Hemisphere. It is well-adapted to live in the cold environment, with thick fur, a rounded body shape to minimize heat loss, and a keen sense of hearing to locate prey under the snow. The diet of the Arctic fox includes small mammals, birds, and fish, but it is also known to scavenge from the kills of larger predators such as polar bears.

Arctic foxes are solitary animals, except during the breeding season when they form monogamous pairs. They make dens in the ground or snow and give birth to litters of up to 14 pups. These dens provide shelter from the harsh weather and protection from predators. In the summer, the fur of the Arctic fox changes to a brown or grey color to blend in with the tundra landscape.

Despite its adaptability, the Arctic fox faces several threats, including climate change, which is reducing the extent of the sea ice it relies on, and competition with the red fox, which is moving northward as temperatures rise. Conservation efforts are crucial to protect this resilient yet vulnerable species.

- (a) According to the passage, the Arctic fox is
- (i) a large Arctic predator (ii) a small Arctic predator (iii) a scavenger only (iv) a bird
- (b) The Arctic fox's fur changes color in the
- (i) winter (ii) spring (iii) summer (iv) autumn
- (c) The Arctic fox diet includes.....
- (i) plants only (ii) insects only (iii) small mammals and birds (iv) large mammals
- (d) The Arctic fox faces threats from
- (i) only climate change (ii) only predators (iii) climate change and competition (iv) hunting by humans
- (e) The word 'solitary' in the passage means
- (i) living alone (ii) living in pairs (iii) living in groups (iv) living with another species
2. Give an appropriate title to the passage. (1)
3. What are the synonyms of adaptable and predator? (2)
4. What is the opposite word of vulnerable and thick? (2)
5. Write sentences with words in the passage given below: (10)
- a) Solitary b) Predator c) Scavenge d) Keen e) Shelter f) Adaptability g) Resilient h) Monogamous i) Breeding j) Threats

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

After (1) _____ (travel) for hours, the weary hiker (2) _____ (reach) a serene lake. She (3) _____ (sit) down and (4) _____ (take) in the breathtaking view. The sun (5) _____ (set) behind the mountains, casting a golden hue over the water. She (6) _____ (feel) a sense of peace (7) _____ (wash) over her. As she (8) _____ (prepare) to set up camp, she (9) _____ (notice) a deer (10) _____ (drink) from the lake.

Q3. Letter writing (150 words): (15)

You recently attended a concert that was not well-organized and had several issues. Write a letter to the event organizer, mentioning the problems you faced and suggesting improvements.

Q4. Description (150 words): (10)

Imagine that you have to write a newspaper article on "The Future of Transportation." Describe what future transportation (technology, efficiency, sustainability, etc.) might look like.

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

The Importance of Environmental Conservation.

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

- a) The team are playing well this season.
- b) My friend is flying in today to visit me and my family.
- c) Everyone have their own opinions.
- d) Each of the players are responsible for their actions.
- e) The books on the shelf needs to be arranged.
- f) Tom and Jerry was a popular cartoon show.
- g) Both of the cats has collars. h) Neither the teachers nor the principal were informed.
- i) There is many reasons for the delay.
- j) Both of the cakes was delicious.

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 studies hard so that she _____ achieve her goals.
- (ii) I _____ (not go) to the meeting tomorrow.
- (iii) _____ I help you with your luggage?
- (iv) The students _____ be respectful to their teachers.
- (v) You _____ (not play) loud music at night.
- (vi) _____ the best candidate win!
- (vii) _____ you lend me your book for a day?
- (viii) I _____ have left earlier to avoid the traffic.
- (ix) _____ you pass the butter, please?
- (x) You _____ have insulted him, it was unnecessary.

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

(15)

- a) The Impact of Social Media on Youth
- b) The Benefits of Learning a Second Language
- c) Renewable Energy Sources

CERTIFICATE PROGRAMME IN FUNCTIONAL ENGLISH (CFE)

ASSIGNMENT

(BEG-006: JOINING THE WORK FORCE)

Course Code:CFE/TMA/2024-25

Max. Marks:100

All questions are compulsory.

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

The Amazon Rainforest, often referred to as the "lungs of the Earth," is the largest tropical rainforest in the world, covering over 5.5 million square kilometers. It is a vital part of the global ecosystem, home to an estimated 390 billion individual trees divided into 16,000 species. The rainforest plays a crucial role in absorbing carbon dioxide and producing oxygen, thus helping to regulate the Earth's climate.

The Amazon is also a treasure trove of biodiversity. It is estimated that one in ten known species in the world live in the Amazon Rainforest. This includes a myriad of plants, animals, and insects that are found nowhere else on Earth. The forest is home to jaguars, sloths, river dolphins, macaws, and poison dart frogs, among many others.

Deforestation, however, poses a significant threat to this unique ecosystem. Large areas of the rainforest are being cleared for agriculture, mining, and urbanization. This not only leads to the loss of habitat for countless species but also contributes to climate change by releasing stored carbon dioxide into the atmosphere.

- (A) The Amazon Rainforest is often called
- (i) the heart of the Earth (ii) the lungs of the Earth (iii) the brain of the Earth (iv) the soul of the Earth
- (b) The Amazon Rainforest covers
- (i) 3.5 million square kilometers (ii) 4.5 million square kilometers (iii) 5.5 million square kilometers (iv) 6.5 million square kilometers
- (c) One in ten known species in the world lives in
- (i) the Sahara Desert (ii) the Amazon Rainforest (iii) the Arctic Circle (iv) the Australian Outback
- (d) Deforestation in the Amazon leads to
- (i) loss of habitat for species (ii) increased carbon dioxide release (iii) contribution to climate change (iv) all of the above
- (e) The word in the passage which means the same as 'unique' is.....
- (i) common (ii) myriad (iii) crucial (iv) exclusive
- b) Give an appropriate title to the passage. (1)
- c) What are the synonyms of 'vital' and 'biodiversity'? (2)
- d) What is the opposite word of 'deforestation' and 'crucial'? (2)

- e) Find the words/phrases/expressions in the passage that have similar meanings to those given below: (10)
1. Essential
 2. Numerous
 3. Protecting
 4. Affect
 5. Ecosystem
 6. Diverse
 7. Distinctive
 8. Absorb
 9. Habitat
 10. Urbanization
2. Write a letter to the tours manager of Evergreen Tours and Travels, Delhi, seeking information regarding the tour package offered by the company. You are Ms. Neha/Mr. Raj from Mumbai, Maharashtra, who is planning to visit all the heritage sites of North India with your family for two weeks this December. (15)
3. Read the following advertisement announcing a vacant post in a tech company: A dynamic young person with at least two years' experience in a developer's capacity and vision for an innovative and collaborative tech environment. Apply within a week's time to the HR Manager, Innovate Tech Solutions, Nehru Place by 20th of Jan. Photo with relevant documents is required. Write an application for the post giving your CV. (10)
4. Imagine you are the class representative of your class. Your college has experienced a number of cases of academic dishonesty. You have been asked by the management to write a detailed report about this. Include in your report the following points: (20)
- Reasons for such behavior
 - Ways and means to resolve/lessen the problem
 - A grievance procedure that can be followed whenever there is a dispute
5. You are a part of a group discussion on "Importance of environmental conservation". Write out the discussion using the following points: (10)
- Reasons for discussion
 - Conservation strategies
 - Role of community and government
6. Rewrite these passive sentences in the active form. (10)
1. The project is being completed by the team.
 2. The cake is being baked by the chef.
 3. The book is being read by the student.
 4. The garden is being tended by the gardener.
 5. The experiment has been conducted by the scientists.
 6. The decision has been made by the committee.
 7. The email has not been sent by the assistant.
 8. The novel was being written by the author.

9. The performance was being applauded by the audience.
10. The house is being cleaned by the workers.

7. Write short notes on one of the following:

(10)

- a) The significance of teamwork in life
- b) The value of integrity in personal and professional settings