

CFE

**Certificate Programme in Functional English
CFE**

**ASSIGNMENT
2016-17
(For July 2016 and January 2017 sessions)**

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



School of Humanities
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110 068

CERTIFICATE PROGRAMME IN FUNCTIONAL ENGLISH

Course Code: CFE

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.

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/2016-17
Max. Marks: 100

All questions are compulsory.

1 Read the following passage carefully and answer the following questions.

What is child abuse?

Most people believe that children are the world's most valuable resource and should be loved and cherished. However, because they are dependent on adults for safety and nurturing, and can neither look after themselves nor fight for their rights, they are often treated badly and abused. A report published by the World Health Organization (WHO) in 1999 claimed that more than 40 million children around the world suffer from abuse and maltreatment.

But things are beginning to change. Did you know that the United Nations has a special Convention on the Rights of the Child and that Article 19 and Article 34 of this Convention deal specifically with child abuse?

Child abuse has been defined as 'all forms of physical, and/or emotional treatment or commercial or other exploitation, resulting in actual and potential harm to the child's right to health, survival, development or dignity in the context of a relationship of responsibility, trust or power'. It is being increasingly recognized that even children deserve to be treated with dignity and that their freedom should be respected. From the year 2000, 20 November is celebrated as the International Day for the Rights of the Child and 19 November is World Day for the Prevention of Child Abuse.

Since India is a poor country and we can barely guarantee our children basic health, nutrition and shelter, there is little time and opportunity to think about the rights of children or of their abuse. Also, because of our tradition of giving unquestioning respect to elders, the convention of not letting outsiders know of problems within the family and viewing children as the property of parents, a great deal of child abuse is tolerated in our society. People are neither willing to talk about it nor report it to the police or other authorities. Since awareness is the only effective response to silence and denial, talking about the issue and making as many people as possible aware of it is the only way to deal with this violation of children's rights.

- | | | |
|----|---|---|
| 1a | Why do you think children are often abused? | 2 |
| 1b | What constitutes child abuse? Write in your own words. | 2 |
| 1c | Why is child abuse often not reported in India? | 2 |
| 1d | Why is talking about this issue to as many people as possible so important? | 2 |
| 1e | Have you seen a child being abused? What happened and did you do anything about it? | 2 |
| 1f | Make sentences of the following words/phrases as they occur in the passage: | 5 |

cherished, valuable resource, maltreatment, exploitation, dignity

1g Make opposites of the following words from the text using appropriate prefixes. (for example: dependent – independent) 5

- i dignity
- ii trust
- iii respect
- iv nutrition
- v effective

2 Fill in the blanks with appropriate expressions: 10

- i A: Good morning, ma'am. Can I help you carry your books?
B: Sure.
- ii A: Bye, Mom. I'm off to Nitin's party.
B:
- iii A: Ooouch! Hey, mister. You're standing on my toes!
B: The bus is so crowded, you see.
- iv A: Neha, I just heard you lost your dog. It must be very difficult for you.
B:
- v A: Just a routine check, sir. We're sorry for the inconvenience.
B:

3 Write a paragraph of about 200 words on **one** of the following: 20

- i A person who is your role model
- ii Your favourite dish and why you like it
- iii What do you like to do on a lazy Sunday?

4 Your friend wants to visit you. Give clear directions to her so that she can reach your home without problems. 10

5 These are some of the announcements that are made when you travel on an international flight. Complete these air travel announcements using the words given in the box: 10

trolley	duty-free	landing cards
boarding pass	passengers	seat belt
overhead locker	hand-luggage	window seats
safety instructions	upright position	life-jacket

- i We are now ready to board. Would passengers in rows 8 to 15 board first. Please have your ready.
- ii For your safety, please put your in the overhead locker above your seat.
- iii In case of emergency, your is located under your seat. Please read the safety instructions in the seat pocket in front of you.
- iv If you'd like to buy any items, we are now offering goods from the duty-free

- v The cabin crew are giving out at the moment. If you are not an Indian citizen, please make sure you complete one of these forms for immigration control.
- vi We'll be landing in a few minutes, and thesign is now on. Please could you return to your seat and put it in the
- vii It's a fine morning, so seated at theon the right side of the aircraft will have a good view of the city.

6 Write a short email clearly showing the level of formality on the following topics: (5+5)

- i Thank an aunt for the hospitality she has shown you when you visited her.
- ii Thank the teacher who helped you in a difficult time.

7a Fill in the blanks with appropriate prepositions. Some extra prepositions have been given: 5

between, in, for, to, in front of, of, with

I hurriedmy father's grave. There my convict was waiting. He looked dreadful. He looked more like a wild animal than a man. He was shivering.....cold and fever.

I opened my bundle and emptied my pockets. I spread everything outhim.

He began eating hungrily.

"What'sthat bottle. Boy?"

"Brandy, sir."

"Ha!" he exclaimed. He took the bottle with a shaking hand. He was shivering so much that he could hardly keep the neckthe bottle between his teeth.

7b Fill in the blanks with the right form of the verbs given in brackets: 5

- i When he reached home, the rainalready..... (start)
- ii A stitch in timenine. (save)
- iii A proverb is to speech what saltto food (be)
- iv Earlier, societyno law to protect mentally sick people from ill-treatment. (has)
- v Educationa commercial activity nowadays. (become)

7c Fill in the blanks with the correct **active** or **passive voice** forms of the verbs given in the brackets: 10

Since fluid milk spoils easily, it must be handled carefully and quickly. The milk(collect) from farms and(take) to receiving stations where it (inspect),(weigh) and(chill). It is then(transfer) to a pasteurizing plant in special tank trucks or railroad cars. Pasteurizing(kill) all dangerous bacteria in milk and(make) it safe to drink. The milk(heat) to at least 143 degrees Fahrenheit for 30 minutes, or to 161 degrees for 15 seconds. At the pasteurizing plant, some of the milk(homogenized).

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

Course Code: CFE/TMA/2016-17
Max. Marks: 100

All questions are compulsory.

1 Read the passage carefully, then answer the questions that follow:

This is an extract of a commencement address by Sheryl Sandberg delivered at an American University. A Commencement address is a speech given to graduating students, generally at a university, generally in the USA.

Today is a day of celebration. A day to celebrate all the hard work that got you to this moment.

Today is a day of thanks. A day to thank those who helped you get here – nurtured you, taught you, cheered you on, and dried your tears.

Today is a day of reflection. Because today marks the end of one era of your life and the beginning of something new.

A commencement address is meant to be a dance between youth and wisdom. You have the youth. Someone comes in to be the voice of wisdom – that’s supposed to be me. I stand up here and tell you all the things I have learned in life, you throw your cap in the air, you let your family take a million photos – don’t forget to post them on Instagram – and everyone goes home happy.

Today will be a bit different. We will still do the caps and you still have to do the photos. But I am not here to tell you all the things I’ve learned in life. Today I will try to tell you what I learned in death.

One year and thirteen days ago, I lost my husband, Dave. His death was sudden and unexpected. We were at a friend’s fiftieth birthday party in Mexico. I took a nap. Dave went to work out. What followed was the unthinkable – walking into a gym to find him lying on the floor. Flying home to tell my children that their father was gone. Watching his casket being lowered into the ground.

Dave’s death changed me in very profound ways. I learned about the depths of sadness and the brutality of loss. But I also learned that when life sucks you under, you can kick against the bottom, break the surface, and breathe again. I learned that in the face of the void – or in the face of any challenge – you can choose joy and meaning.

I’m sharing this with you in the hopes that today, as you take the next step in your life, you can learn the lessons that I only learned in death. Lessons about hope, strength, and the light within us that will not be extinguished.

The question is not if some of these things will happen to you. They will. Today I want to talk about what happens next. About the things you can do to overcome adversity, no matter what form it takes or when it hits you.

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As a representative of Silicon Valley, I'm pleased to tell you there is data to learn from. After spending decades studying how people deal with setbacks, psychologist Martin Seligman found that there are three P's – personalization, pervasiveness, and permanence – that are critical to how we bounce back from hardship. The seeds of resilience are planted in the way we process the negative events in our lives.

The first P is personalization – the belief that we are at fault. This is different from taking responsibility, which you should always do. This is the lesson that not everything that happens to us happens *because* of us.

When Dave died, I had a very common reaction, which was to blame myself. He died in seconds from a cardiac arrhythmia. I poured over his medical records asking what I could have – or should have – done. It wasn't until I learned about the three P's that I accepted that I could not have prevented his death. His doctors had not identified his coronary artery disease. I was an economics major; how could I have?

The second P is pervasiveness – the belief that an event will affect all areas of your life. You know that song “Everything is awesome?” This is the flip: “Everything is awful.” There's no place to run or hide from the all-consuming sadness.

The child psychologists I spoke to encouraged me to get my kids back to their routine as soon as possible. So ten days after Dave died, they went back to school and I went back to work. I remember sitting in my first Facebook meeting in a deep, deep haze. All I could think was, “What is everyone talking about and how could this possibly matter?” But then I got drawn into the discussion and for a second – a brief split second – I forgot about death.

That brief second helped me see that there were other things in my life that were not awful. My children and I were healthy. My friends and family were so loving and they carried us – quite literally at times.

The third P is permanence – the belief that the sorrow will last forever. For months, no matter what I did, it felt like the crushing grief would always be there.

We often project our current feelings out indefinitely – and experience what I think of as the second derivative of those feelings. We feel anxious – and then we feel anxious that we're anxious. We feel sad – and then we feel sad that we're sad. Instead, we should accept our feelings – but recognize that they will not last forever.

But I wish I had known about the three P's when I was your age. There were so many times these lessons would have helped.

.....

I hope that you live your life – each precious day of it – with joy and meaning. I hope that you walk without pain – and that you are grateful for each step. And when the challenges come, I hope you remember that anchored deep within you is the ability to learn and grow. You are not born with a fixed amount of resilience. Like a muscle, you can build it up, draw on it when you need it. In that process you will figure out who you really are – and you just might become the very best version of yourself.

Class of 2016, as you leave Berkeley, build resilience.

Build resilience in yourselves. When tragedy or disappointment strikes, know that you have the ability to get through absolutely *anything*. I promise you do. As the saying goes, we are more vulnerable than we ever thought, but we are stronger than we ever imagined.

Build resilient organizations. If anyone can do it, you can, because Berkeley is filled with people who want to make the world a better place. Never stop working to do so – whether it’s a boardroom that is not representative or a campus that’s not safe. Speak up, especially at institutions like this one, which you hold so dear. My favorite poster at work reads, “Nothing at Facebook is someone else’s problem.” When you see something that’s broken, go fix it.

Build resilient communities. We find our humanity – our will to live and our ability to love – in our connections to one another. Be there for your family and friends. And I mean in person. Not just in a message with a heart emoji.

Lift each other up and celebrate each and every moment of joy. You have the whole world in front of you. I can’t wait to see what you do with it.

- 1a How did the author’s husband die? 2
- 1b Complete the sentence: 2
The author learnt that no matter what tragedy strikes you, you can...
- 1c What are the three P’s? Why are they important? 2
- 1d What single quality does the author want students to acquire. Why? 2
- 1e Which college students is she addressing? Name of the College. 2
- 1f Match the following words/phrases from the text with their meanings on the right hand side. 10

Day of reflection	Great sorrow
Grief	Quality of being humane, kind and compassionate
Profound	Give each other solace and help in times of challenges
Adversity	A time when you seriously think about your life
Resilience	Bonds with each other
Pervasive	Difficult times
Vulnerable	Of great depth
Humanity	The capacity to recover with courage from difficulties
Connections with one another	Exposed and helpless
Lift each other up	Present everywhere

- 2 Complete a dialogue between a student and his teacher. The student is preparing for an elocution contest. The teacher gives him some hints. 10

Teacher: Well Raja, I hear you are taking part in the elocution contest.

Student: Yes, Sir, and I would like to ask you to give me some hints on

Teacher: Have you prepared your speech?

Student:, and now I am learning it by heart.

Teacher:not the correct method.

Student: Why Sir?

Teacher: When you are speaking, you should watch your audience..... .

Memorizing is a great strain. Also, if you forget one sentence,

Student: I feel so nervous

Teacher: That is natural, especially when delivering your first speech. But as you get used to speaking in public, You must practice speaking clearly and naturally, so that

Student: I will try to follow your suggestions.

Teacher: You're welcome. All the best.

- 3 You are a student of IGNOU. What made you decide that you wanted to study in IGNOU? Are you happy with your decision? Write an essay of about 200 words talking about the choice you made in terms of the University you chose and subjects that you are studying. 20

- 4 Now write a dialogue between yourself and your friend who studies in a conventional university. Talk about the differences between the two types of education (open and face to face) and why you prefer yours. 15

- 5 Imagine that you are a student leader of your college and you want to be elected as the President of the Student Group. Prepare a speech delineating how you will benefit the student community. 15

- 6a Place the adverbs in brackets in the correct position. 5

Mihir has just met Shreya at a Western Music Club.

Shreya: How often do you come? (here)

Mihir: I come. (usually/every Friday)

Shreya: This is my first visit. I don't listen to Western Music (usually), but I've wanted to come to this club (always). Have you liked Western Music? (always)

- 6b Fill in the blanks with the linkers given below: 5

until, and even, and, that, but when

The Sunda Isles or Indonesia is the home of the Komodo dragon, which can reach up to three metres in length and weigh up to 136 kilos. A hungry Komodo can consume the equivalent of half its own weight at a single sitting.

An American zoologist recently revealeda Komodo can pick up the scent of a decomposing corpse over eight kilometers away. The Komodo tears its victims into shreds, usually leaving nothing behind at the end of its meal. they are two or three years old, Komodos feed mostly on small live prey, climbing trees in search of insects, lizards and snakes. Dragons of about two and a half metres in length attack dogs, goats and monkeys,fully grown they will take on cows, horseshumans. There are about five thousand dragons on the island of Komodo,some of them may be more than fifty years old.

- 6c Complete the passage using the correct forms of the verbs and expressions in the box. You may change the tense of the verbs. 5

set aside money	pay good interest	have a budget
got an allowance	keep track of	

When Sunil was growing up, he was careful with his money. He every week from his parents, and because he wanted to go to college, heevery month. He opened a savings account that, so his savings grew. In college, he didn't have much money, but heand stuck to it. He the money he spent, and when he bought things, he always paid in cash.

- 6d Complete these sentences with the infinitive (to+verb) or gerund (-ing) form of the verbs in the box: 5

change	reach	postpone	repair	deliver
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- i You wantyour trip to Pune. May I know the reason?
- ii We can't risk.....over to a new method of teaching without enough preparation.
- iii The company has promisedand install the new water filter within a week.
- iv The troupe just managedthe stage on time.
- v The mechanics will finishthe car by the end of the day.

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

Course Code: CFE/TMA/2016-17
Max. Marks: 100

All questions are compulsory.

- 1 Read the article given below and then answer the questions that follow:

Those who convert opportunity into reward will be those wise people who learn how to think themselves to success.

Here is the first step towards success. It's a basic step. It can't be avoided. Believe in yourself, believe you can succeed.

How to develop the power of belief

Here are the three guides to acquire and strengthen the power of belief:

1. Think success, don't think failure. At work, in your home, substitute success thinking for failure thinking. When you face a difficult situation, think, "I'll win," not "I'll probably lose." When you compete with someone else, think, "I'm equal to the best," not "I'm out-classed." When opportunity appears, think "I can do it," never "I can't." Let the master thought "I'll succeed" dominate your thinking process. Thinking success conditions your mind to create plans that produce success. Thinking failure does the exact opposite. Failure thinking conditions the mind to think other thoughts that produce failure.

2. Remind yourself regularly that you are better than you think you are. Successful people are not superman. Success does not require a super-intellect. Nor is there anything mystical about success. And success isn't based on luck. Successful people are just ordinary folks who have developed belief in themselves and what they do. Never – yes, never – sell yourself short.

3. Believe big. The size of your success is determined by the size of your belief. Think little goals and expect little achievements. Think big goals and win big success. Remember this, too! Big ideas and big plans are often easier – certainly no more difficult – than small ideas and small plans.

- 1a What is the first step required for success? Why do you think so? 2
- 1b What do you mean by the sentence “Failure thinking conditions the mind to think other thoughts that produce failure. ...” 2
- 1c Give two reasons why it is important to “Believe Big”? 2
- 1d Give a title to the passage. 2
- 1e Do you agree with what is written in the passage? Why/Why not? 2
- 1f Make a sentence using the phrase: *sell yourself short* 1

- 1g Give opposites of the following words from the text: 9
 - i - weaken ii - success iii - difficult iv - win
 - v - irregularly vi - worse vii - ordinary viii - always
 - ix - large

2 Anita is hoping to buy a second-hand car. She has seen an advertisement in the paper. Before she makes the phone call, she writes down the questions she wants to ask the person who is selling the car. Write her questions: 10

- i Model?
- ii With gear or automatic?
- iii Age?
- iv Cost?
- v Reason for sale?

3 Write a profile of a person in your college / workplace: Use the questions to help you. 20

- Who is s/he?
- What is her/his educational background?
- In which department does s/he work/study?
- What work does s/he do?
- What subject does s/he study?
- What are her/his personal and professional qualities?
- What makes her/him different from others?
- What are her/his hobbies?
- What are her/his future plans?
- What are her/his achievements?

4 You are the manager of a firm which manufactures refrigerators. Your company is considering a proposal to open a chain of showrooms in Southern India, an area where you have not marketed your product before. You have recently gone on a tour of the area to assess the possibilities of the market. Write a report to your Managing Director, giving your impressions and assessment of the market. (200 words) 20

5 Complete the dialogue between a travel agent and a client. 10

Travel agent:may I help you?
Client: Good afternoon.
Travel agent: Certainly sir.?
Client: It's from Delhi to Calcutta and back.
Travel agent:?
Client: I'd like to leave Delhi on Dec. 23 and return on Dec. 31.
Travel agent:?
Client: There'll be six of us – 5 adults and one child.
Travel agent: ?
Client: Seven years.
Travel agent:?
Client: Second A/C sleeper.
Travel agent:?
Client: Rajdhani Express.
Travel agent: May I have the details of the passengers, please.
Client:
Travel agent: I'll just check about the availability.

6 Your colleague is visiting Delhi and has written to you to suggest a reasonably good hotel to stay for a week. Write a letter to her suggesting hotel Clark Regency. You may touch upon the following features to support your suggestion. 15

- Central location
- Reasonable tariff
- Good ambience
- Prompt room service
- Wide range of meals

7 Write a memo to a clerk who comes late in spite of various warnings. 5