

CFE

**Certificate Programme in Functional English  
CFE**

**ASSIGNMENT  
2014-15  
(For July 2014 and January 2015 sessions)**

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



**School of Humanities**  
Indira Gandhi National Open University  
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## 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**

**31<sup>st</sup> March**

**For December Exam**

**30<sup>th</sup> 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/2014-15  
Max. Marks: 100

**All questions are compulsory.**

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

A man is said to pass through different stages in his lifetime. Dr. Wayne W. Dyer, in his book *Manifest Your Destiny*, makes an interesting categorization of them as athlete stage, warrior stage, statesperson stage and spirit stage. It occurred to me that nations too take a similar transition and in extending this analogy to them I have termed the last two stages big brother and self-realization stages respectively. The stages do not follow in sequence necessarily; they can be coexistent, with one aspect dominant.

In the first, athlete stage, a nation fresh from an independence struggle, or some other transition, embarks on an energetic pursuit of performance and achievement. This has happened in Japan, Singapore and Malaysia.

When a nation leaves this stage behind, it generally enters the warrior stage. Proud of its achievements, it finds ways to demonstrate its superiority over others, perhaps through conquest. Ego is the driving force. During this stage people are busy with goals and achievement in competition with others and this, as Dyer points out for the individual, generates anxiety. Convincing others of its superiority becomes the theme.

In the next big brother stage, the ego has been tamed somewhat and with its newfound maturity, awareness shifts to what is important to other nations and societies. In the big brother stage the nation is still an achiever but is not so obsessed with proving its strength. The idea is to help others become better. The erstwhile Soviet Union by its developmental role in some countries had adopted this role. As with the individual, so too with the nation, the transition from the warrior stage to the big brother stage is rewarding but difficult exercise.

There is one stage even higher than this big brother stage. In this, a nation recognizes its truest essence. It comes out of the wisdom that the earth is no single nation's inheritance but of all, and its people are aware of the responsibility of the individual towards his fellow human beings. This can be called the realization stage, and India may have the potential to achieve it.

- |    |   |   |
|----|---|---|
| 1a | According to the author what are the stages that a nation passes through?                         | 2 |
| 1b | What is the difference between the stages that the author sets up and Dr. Wayne W. Dyer's stages? | 2 |
| 1c | Complete the following sentences with information from the passage:                               | 5 |

- i What happened in Japan, Singapore and Malaysia is an example of the  
.....
  - ii .....is the driving force of the warrior stage.
  - iii In the .....stage, nations become aware that the earth belongs to all and must be shared.
  - iv In the .....stage nations turn to helping others.
  - v In .....there is a sense of anxiety and competitiveness.
- 1d Why do you think the author thinks that India may have the potential to achieve the realization stage? 2
- 1e Give a title to the passage. 1
- 1f Find words from the passage which mean the same as the following: 8
- i Change from one stage to the other
  - ii Likeness
  - iii Simultaneous
  - iv Overriding
  - v Sense of self
  - vi Gripped
  - vii Fundamental nature
  - viii Capable of coming into being
- 2 Your best friend is on vacation in a different country. Ask her/him in an email to buy some chocolates that you especially desire. 10
- 3 Turn each of the following into polite requests. 5
- i Open the door. (To a stranger in the train)
  - ii Send me a mail on this. (To a junior colleague at work)
  - iii Lend me your camera for a day. (To your neighbour whom you don't know very well)
  - iv Give us some notes on this topic. (To your teacher)
  - v Treat me to an ice-cream. (To your friend)
- 4 You have to say goodbye in the following situations. How would you do that? The first one is done for you. 5
- i A classmate at the end of a college day.  
Bye, see you tomorrow.
  - ii A colleague at 6 pm, whom you will see again informally at 9.00 pm at a party.
  - iii Your boss at the end of the day before leaving office.
  - iv A close friend you are meeting at the railway station at 6 pm.
  - v Leaving the guest out, after a party at your house.
  - vi Your father when he is going on a trip.
- 5 It is the first day of college for a first year B.Sc. student. Each student has been asked to introduce herself/himself to the teacher and the class and to give a few lines of

personal information. Greet the class and write a brief introduction of yourself as you would say it to the whole class. 15

- 6 Naresh and Aman are friends. Complete in a suitable way the following conversation between them. 5

Naresh: Hello, Aman. How are you?

Aman: (a).....

Naresh: I was just having a cup of coffee. (b).....care to join me.

Aman: No thanks, I've just had one. I wanted to ask you something. (c)  
..... your bike for a day?

Naresh: I'm afraid I can't. It's gone for repair.

Aman: Oh, (d).....?

Naresh: There was an accident. The head lights were damaged.

Aman: (e).....?

- 7 You friend Sunil often experiences episodes of extreme mood swings. He decides to meet his friend who is a psychology student. Use the hints below to write a paragraph of 150 words, describing Sunil's situation. 15

- Mood swings: from being happy to sad.
- Cloudy emotions
- Flashes of anger and irritability
- Have always been an achiever: academics, painting, writing short stories
- Low work productivity
- Keep work aside when feeling low; when feel elevated, finish tasks
- Teachers don't verbalize this but they think I am non-serious about studies
- At times, don't like going to college
- Feel like the mind is racing: disjointed thoughts
- Rapid speech; hands become sweaty
- Disturbed sleep; sleep too much or too little; less sleep yet feel energetic

- 8 Make the *passive* sentences *active*. 5

i Plastic bags are sometimes eaten by turtles, because they look like jellyfish.

ii In some countries, turtles are caught by fishermen for food.

iii In some countries, dead turtles are sold to tourists by souvenir shop owners.

iv Live turtles are imported illegally by some rich countries.

v Turtles are poisoned by chemical waste in the sea.

- 9 Fill in the blanks with the correct form of the verb *be*(*am, is, are, was, or were*). 5

i A dozen people .....injured in yesterday's accident.

ii .....you busy now?

iii I .....going to the cinema tonight.

iv There ----- many people in India even now who cannot read and write.

v I think this ----- the most interesting of Jane Austen's novels.

10 Fill in the blanks with the correct linkers:

5

- i Radha appears to be quite intelligent ----- she does not get good marks in exams.
- ii The metro is a very convenient mode of transport, ----- its service is excellent.
- iii He is good in mathematics ----- arts.
- iv Tinu is a good cook ----- his dishes are not very creative.
- v I love playing cricket ----- I am not very good at it.

11 Put the verb into the correct form, past perfect or past simple, as in the example: 10

By the time I .....(come) out of the theatre my brother..... (leave, already)

By the time I came out of the theatre my brother had left already.

- i Rakesh.....(see) the film before, so he .....(find) it very boring.
- ii He.....(not find) the joke interesting because someone .....(tell) him earlier.
- iii When he.....(reach) the class, the teacher .....(finish, already) the unit on tenses.
- iv My mother.....(cook) lunch when I .....(reach) home after school.
- v I.....(invite) my cousin to dinner last night but he said 'no' because he.....(decide) to watch a film.

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

Course Code: CFE/TMA/2014-15  
Max. Marks: 100

**All questions are compulsory.**

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

A tornado is a very violent windstorm, in which the air whirls rapidly upwards in a grayish funnel-shaped cloud, with its tip near the ground. It twists and sways in the sky like a diving thing and moves in a straight line over the countryside at about 6 to 30 m.p.h. No one knows exactly what starts a tornado, but it certainly happens when extremely hot, moist air meets cold, dry air. When two kinds of air try to pass each other, they get locked together and the hot air spirals upwards more and more quickly until it may be whirling round between 400 to 500 m.p.h.

Tornadoes do a vast amount of damage, even though they seldom last for more than an hour or two. The speed of the whirling air makes quite small things such as grains of sand into dangerous weapons. Once in America, a corn cob picked up by a tornado shot through a horse's skull and killed the horse. The hot air spiraling upwards sucks up everything in its path, rather as a vacuum cleaner does. Tornadoes have been known to tear steel bridges from their foundations, to uproot large trees and to lift trains off their lines. People and animals have been lifted and carried some distance; a horse, for example, was once picked up, carried 3 kilometres, and put down again unhurt. Queer things happen such as corks flying out of bottles and closed boxes and hoses exploding as the air within them rushes out with great violence.

A waterspout is a tornado that happens over sea. The whirling air sucks up water, and the waterspout moves along with a hissing, roaring crashing noise. Sometimes tiny fish are caught up, and their scales make the whirling column sparkle. When a water spout passes from sea to land it becomes a tornado.

Hurricanes are even more terrible than tornadoes. Nowhere are they more terrible and more frequent than in the West Indies, and the name 'hurricane' comes from the name of West Indian God of storms, Hunraken. They are called tropical cyclones in India, typhoons in China and Japan and willy-sillies in northern Australia.

- |    |  |    |
|----|--|----|
| 1a | How does a tornado generally start?  | 2  |
| 1b | Give four instances from the passage of the damage that tornadoes have done.                         | 2  |
| 1c | Which storm is worse than the tornado? In which part of the world are those storms most frequent.    | 2  |
| 1d | What is a waterspout in the context of the passage.  | 1½ |
| 1e | Give the different names of a hurricane.   | 1½ |
| 1f | From paragraph one pick out four words which describe the movement of the wind/air during a tornado. | 2  |

- 1g Find words from the passage which are opposite of the following words: 4
- |     |            |    |      |
|-----|------------|----|------|
| i   | Dry        | ii | Tiny |
| iii | Frequently | iv | Safe |
- 1h Find words from the passage which mean the same as the following: 5
- |     |               |    |         |
|-----|---------------|----|---------|
| i   | very forceful | ii | spins   |
| iii | in its way    | iv | strange |
| v   | shine         |    |         |
- 2 You are going for a short course out of your home city. It is a long way from your home. You want to book a ticket to reach there. Write an email to your travel agent and ask for advice about the best way to get there. Tell them where you are going, when you want to go and how you would like to travel. 10
- 3 You want to join Indira Gandhi National Open University. Write why you want to join this university in about 150 words. 10
- 4 Prepare points *for* and *against* the topic for a debate ‘Distance education is the best way to get educated in the 21<sup>st</sup> century’. 10
- 5 Imagine you are Anjali Sikand, a final year student of B.Sc. You are standing for the election for the post of President of the Environment Club of your college. Give a speech in about 200 words stating why you are the most suitable candidate for this post. 15
- 6 Insert the adverbs of frequency at the appropriate place in the following sentences. The first one has been done for you: 5
- I eat chocolate biscuits for breakfast. (never)  
I never eat chocolate biscuits for breakfast.
- |     |   |
|-----|---|
| i   | She goes to church on Sunday morning. (sometimes) |
| ii  | Have you gone to Mumbai? (ever)                   |
| iii | I have invited her to my house. (often)           |
| iv  | I have failed to do my home work. (rarely)        |
| v   | He is late for school. (always)                   |
- 7 Write the correct forms of the words (comparative adjectives) which are given in parentheses. 5
- Hi! I’m Mel. I’m John’s father. I used to work in a factory. I was a welder. My job was ..... (hard) than most other jobs, but it was .....(interesting) too. I worked .....(quick) and also .....(careful) than other workers. My work was .....(good) than most of the other welders. Anyway, that doesn’t matter now. I am retired.
- 8 Change the following sentences into *indirect speech*: 5
- |   |  |
|---|--|
| i | Anita said, “My brother is writing letters.” |
|---|--|

- ii He said, "I shall come on time."
- iii I said to her, "You are a naughty girl."
- iv I said to him, "You should not make a noise."
- v Ravi said, "I left school long ago."

9 Fill in the blanks with appropriate prepositions: 10

A cool, delicious instant energy drink .....children that keeps them active, alert and full.....energy. Enriched .....vitamin C which is so essential .....the development .....teeth. Contains glucose, a quick and convenient energy food that helps overcome tiredness. Children will love its delightful, tangy, orange taste.

Directions..... use:  
 Dissolve 4 heaped teaspoonfuls (35g) .....one large glass.....cold water (200 ml). Stir. A delicious tangy drink is ready.  
 Store .....a cool, dry place away .....strong odours.

10 Complete each of the following sentences by adding an appropriate main clause/ subordinate clause: 10

- i This is the place.....
- ii ..... "where are you going?"
- iii The car ..... needs to be changed.
- iv I don't like him .....
- v .....that sun always rises in the east.
- vi They were rushing.....
- vii Is there a place here.....
- viii He got good marks .....
- ix .....because there was very heavy traffic on the way.
- x .....while I was working day and night.

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

Course Code: CFE/TMA/2013-14

Max. Marks: 100

**All questions are compulsory.**

1 Read this article and then answer the questions that follow:

Launching a business is essentially an adventure in problem-solving. This is why I rarely quote experts in this column, and why I strongly emphasize hiring the right people, rather than just looking for people with the right qualifications: because every problem is a little different, and applying generalized solutions – especially by rote – is not a good idea. A great problem solver is usually open to new ideas, innately curious, and good at working with others. Above all, terrific listening skills are essential.

When my friends and I started up the first Virgin businesses, we didn't know anything about building a company. At our mail-order record venture, everyone received a wage of £20 pre week (I think we were still in our teens). It was a truly flat organization, and as we worked, each of us discovered by trial and error what he was good at, what areas he should focus on, and how to work with the other members of our group.

Back then, because there were no companies such as the Virgin Group, my friends and I didn't have an example to imitate- and even if there had been, we certainly had no idea of what the future held for our enterprises.

One of the reasons my friends and I were successful early on was because we always asked a lot of questions. I was willing to listen to anyone who could help, and over the years, many people volunteered their advice. Two of the most influential were my mother, who taught me to see every day as an opportunity to achieve something news, and Sir Freddie Laker, the founder of Laker Airways, who advised me to put myself forward as the face of the Virgin brand.

One of the fundamental challenges that entrepreneurs face during a business's first years: When you're trying to solve problems that come up, you need to find the right people to give you advice – and you may not even know who to ask.

Experienced business leaders in your industry have the advantage when they run into similar problems because their business networks are probably already well established – they or someone on their team will usually know who to talk to. But if you are just entering a field, you may need help to access local and international business communities, as well as peer and industry networks.

1a From the passage it is clear that the author is primarily a/an

1

- Industrialist
- Journalist
- Business consultant
- Hiring consultant

- 1b Say whether the following statements are true or false: 3
- i It is important to hire people with the right qualifications for the business.
  - ii It is important to be a good listener if one wants to be successful in business.
  - iii The author was a teenager when he started his business.
- 1c What are the most important skills required for a new entrepreneur? 2
- 1d Who were the two main people who advised the author at the start of his business?  
Write in your own words what they advised him to do? 3
- 1e Give a title to the passage. 1
- 1f Pick out words from the text which are opposite of the following words/phrases: 3
- i Very often
  - ii Specific
  - iii Unnecessary
- 1g Pick out words/phrases from the text which are similar in meaning to the following: 7
- i Mechanical repetition
  - ii Inborn ability
  - iii Eager to know about things
  - iv Salary
  - v Willingly offered
  - vi An opening offered by circumstances
  - vii Basic/primary
- 2 Think about an industry leader who has impacted Indian industry according to you.  
Write a short profile of the person of your choice in about 200 words. 15
- 3 Write short notes on the following: 10
- i How does one prepare for the job market
  - ii Making a portfolio
- 4 Write an email to your employer, seeking leave for a few days next month. Give reasons for taking leave. Say for how many days you require leave. Also state clearly who will do your work while you are away. 15
- 5 Siyamak Sen, The Chief Technology Officer from PI International, Bangladesh is visiting the India Development Centre in Hyderabad. Fill in the blanks below to complete the dialogue. 5
- Prithvi Singh: Ms. Sharma, I'd ..... Siyamak Sen. He is our Chief Technology Officer from PI International, Bangladesh. Mr. Sen, Ms. Sneha Sharan is our Project Manager.
- Siyamak Sen: Hi! ..... ?
- Sneha Sharan: ....., Mr. Sen. I hope you've had a comfortable flight. ....meeting you.
- Siyamak Sen: Please call me Siyamak. Can I call you Sneha?

Sneha Sharan: Yes, please. How about some coffee, Siyamak.

Siyamak Sen: .....

- 6 Read the advertisement below and write a CV with a cover letter which will appropriately answer the advertisement. 10+5

**Sales Executives for a  
Leading Multinational Company**

We are looking for excellent sales people with a proven track record for selling our full range of Consumer Durable products.

The position is based in Chandigarh and the candidate will be responsible for sales in Punjab and Haryana.

Experience of selling similar products is essential.

Remuneration is comparable with the best in the industry, and will be linked to performance.

Apply to Personnel Executive

XYZ Co.

P O Box: 3675

- 7 Fill in the blanks with *must*, *must not*, *ought to*, *ought not to*: 10

- i You .....smoke at a petrol station.
- ii We.....help the poor.
- iii I.....write that letter before going to bed.
- iv You.....be rude to old people.
- v You.....cheat in the examination.
- vi Children.....eat too many sweets.
- vii The doctor said that I .....take more exercise.
- viii You .....sleep too long.
- ix You .....travel without a ticket.
- x We .....tell lies.

- 8 Fill in the blanks with the correct infinitive, participle or gerund forms of the verbs given in brackets: 10

- i He is good at .....mobile phones. (repair)
- ii She is sure of .....the examination. (pass)
- iii Please remember .....this letter. (post)
- iv She gave me a .....cake to eat. (burn)
- v .....food is not always good to eat. (can)
- vi He is trying ..... his writing skills. (improve)
- vii I love.....strangers. (meet)
- viii I heard him.....in his bath. (sing)
- ix He has sent a .....message. (write)
- x She has a .....face. (charm)