

CFE

**Certificate Programme in Functional English
CFE**

**ASSIGNMENT
2017-18
(For July 2017 and January 2018 sessions)**

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



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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

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/2017-18

Max. Marks: 100

All questions are compulsory.

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

I wonder why I do this each time I jump out the door. I leave the airplane with the ground 12,000 feet below me. I hover for a brief moment. Then the air rips at my clothes and hair as I fall 200 miles per hour towards the earth. I smile to myself. I do this because I enjoy it.

Only about 20 people in the U. S. do what I am doing. But I was the first. If you want to try this, you need a board three feet long and eleven inches wide, about the size and shape of a skateboard. It should have an aluminum honeycomb core, a graphite-fiber finish and rubber edges. My other equipment includes sports shoes, colourful tights and jacket, gloves, dark sun glasses and, of course, a parachute. I also have lots of training. This includes over 350 solo skydives and many hours of free fall time. With the specially designed board strapped to my feet I jump out of an airplane. The sport is called skysurfing.

During the sixty second free-fall before I open my parachute, I feel the sensation of skiing down a steep mountain or surfing the side of a huge ocean wave. The airplane is far above me as I turn and guide my board down through the clouds. Gravity pulls me through space closer and closer to the earth. I try to stay in control as the blasting wind hits my body. I fall through the sky upright and then maneuver my board across the sky just like a skier on a snow covered slope. This is only one of the tricks I have developed. Others include flips, spins and something I call the helicopter. When I do this, I fall head first with the board spinning above me.

I must not remain like this for long because only half of my free-fall time remains. I do one last flip and enjoy the view and the solitude while soaring through the clouds upside-down.

I look at the altimeter attached to my wrist. I am at the altitude where I must open my parachute. My sixty second ride down through the sky was so fast. As I complete my descent with my parachute open, I still enjoy the freedom that a bird must feel.

I release the board when I am five or six feet above the ground. This is so that I can glide down and land on my two feet.

1a Say whether the following statements are true or false: 5

- i After the writer leaves the aircraft he stands in the air for a long while.
- ii About twenty people in USA skysurf.
- iii A skysurfer free-falls for only about one minute before opening his parachute.
- iv Very high mountains are needed for skydiving.
- v The author has attempted only 350 skydives with others.

1b Why do you think that such few people in the U.S. have tried skysurfing? 1

1c What is the sensation of skysurfing like? 1

- 1d Pick the correct option: 3
- i A sky surfer
- a. is pulled behind a speed boat b. jumps out of an airplane
c. is pulled behind an airplane d. causes his airplane to spin and flip
- ii Skysurfing requires.....
- a. no training b. a parachute
c. a little training d. colourful clothing
- iii A sky surfer.....
- a. can hover for six minutes b. opens his parachute six feet above the ground
c. can free fall for sixty second d. releases his board sixty feet above the ground
- 1e Make sentences with the following words/phrases: 5
- hover, free fall, blasting, upside-down, descent
- 1f Fill in the blanks with appropriate word: 5
- brief, equipment, sensation, maneuver, solitude
- i Theof skysurfing is like skiing down a deep mountain.
ii A sky surfer's most important piece ofis his parachute.
iii A sky surfer canhis board to make turns across the sky as he falls.
iv Skysurfers enjoy the excitement andof skysurfing.
v The fall from the aircraft for over 12,000 feet isand swift.
- 2 Write a composition in about 300 words on any **one** of the following. 20
- i The holiday I enjoyed the most
ii Newspapers spread as much disinformation as information.
iii My favourite sport and why I enjoy it.
- 3a Fill in the blanks with suitable prepositions: 5
- i Almost all people fall in love at least oncetheir life time.
ii Students must complete their course work for a master's degreethree years to be eligible for a degree.
iii A popular soap opera in America has been on the air40 years.
iv The meeting of the Board of Directors ended9:30 pm.
v The President will address the nationSunday evening.
- 3b Fill in the blanks with the correct form of verbs given in brackets. 5
- i Hotel Management(be) a fine career for both girls and boys.
ii The public sector Bharat Yatra Nigam(report) a gross turnover of Rs. 324 crore for 2016-17.
iii The dog(bark) since morning.
iv How longyou.....(play) cricket.
v He cut his finger while he(cut) vegetables.

- 3c Make wh questions corresponding to the *italics* parts in the following sentences (one example has been done for you). 10

Example: I kept the money *in the box*. **Answer:** Where did you keep the money?

- i She has *two sisters*.
 - ii I go to bed *by 11 o'clock*.
 - iii *History* is my favourite subject.
 - iv She lives *in Delhi*.
 - v I got late *because of the traffic jam*.
 - vi He found his pen *in his desk*.
 - vii The Principal wants to see *Mr. Sharma*.
 - viii The Taj Mahal is *two kilometers* from the shoe factory.
 - ix The man asked for *a cup of tea*.
 - x The enemy plane *was shot down in the desert*.
- 4 Sunita and Nidhi meet in a park and sit down to chat about the latest Hindi film. Sunita dislikes it while Nidhi finds it entertaining/thought provoking. Write a dialogue in about 200 words between Sunita and Nidhi. 20

OR

You have met a school friend after a really long while. Write a dialogue in about 200 words about the conversation both of you have. You talk about the changes in both your lives since you last met. 20

- 5 Rewrite the telephone conversation given below and make it polite: 5

A: (Rings up the phone.)
B: Hello
A: Hello
B: Who is it?
A: Who are you?
B: Who do you want to talk to?
A: m....
B: (Puts the receiver down)

- 6 Given below is some biographical information on Dr. Radhakrishnan, a former president of India and a greater Indian scholar and philosopher. Use this information to write a short biographical sketch of him. 15

Birth: born in Tirutani near Madras, 1888
Family: belonged to poor Brahrnin family
Education: graduated from Madras Christian College
Teaching Career: taught philosophy at Madras, Mysore and Calcutta Universities; professor of Eastern Religions at Oxford in 1936
Later life: Indian ambassador to the USSR in 1949; Vice-President of India in 1952; President of India from 1962 to 1967
Works: written many books. *The Hindu Way of Life, Indian Philosophy, Eastern Religion and Thought* among his famous books
Death: in 1975

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

Course Code: CFE/TMA/2017-18
Max. Marks: 100

All questions are compulsory.

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

Our house is filled with photos. They cover the walls of my kitchen, dining room and den. I see our family's entire history, starting with my wedding, continuing through the births of both sons, buying a home, family gatherings and vacations. When my sons were little, they loved to pose. They waved, danced, climbed trees, batted balls, hung upside down from the jungle gym and did anything for a picture. But when they reached adolescence, picture-taking changed into something they barely tolerated. Their bodies were growing at haphazard speeds. Reluctantly they stood with us or with their grandparents at birthday celebrations and smiled weakly at the camera for as short a time as possible.

I am the chronicler of our photographs. I select those to be framed and arrange the others in albums. The process is addictive, and as the shelves that hold our albums become fuller and fuller, I wonder what will become of them. Will anyone look at these photographs in future years? If my sons look at them, what will they think of us and of themselves? One bright afternoon, I took some photographs of my father with my husband as they fished in a lake near our vacation house. As my sons and I sat on the shore and watched them row away, I picked the camera up and photographed the beautiful lake surrounded by green trees. The two men I loved gradually grew smaller until all I could see were my father's red shirt, and the tan and blue caps on their heads.

My father died a week later, and suddenly those photos became priceless to me. I wept when I pasted them in our album. I wept again afterwards when I saw my younger son looking at them. It was a few days before he went away to college. He had taken all our albums down from the bookshelves in the den and spread them out on the carpet. It had been a very long time since I had seen him doing this. Once he stopped posing for pictures, he seemed to lose interest in looking at them. But now he was on the verge of leaving home. This was his special time to look ahead and look back. I stood for a moment in the hall by the den, and then tiptoed away. I didn't take a photo of my son that afternoon, but I will remember how he looked for as long as I live. Some pictures, I learned, don't have to be taken with a camera.

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|----|--|---|
| 1a | Why did the sons love to pose when they were younger and not when they were older? | 2 |
| 1b | Why did the author especially value the picture of her father and husband fishing? | 2 |
| 1c | What did her younger son do before going to college? Why do you think so? | 2 |
| 1d | “Some pictures, I learned, don't have to be taken with a camera.” Do you agree? Why? | 2 |
| 1e | Give a title to the passage. | 2 |
| 1f | Find words from the passage which mean the same as the following: | 5 |
| | i Not organized or planned (para)1 | |
| | ii Unwillingly (para 1) | |
| | iii One who records events in order (para 2) | |
| | iv habit forming (para 2) | |
| | iv Very valuable (para 3) | |

- 1g Make sentences with the following words/phrases: 5
- i cover the wall
 - ii adolescence
 - iii album
 - iv priceless
 - v tiptoed away
- 2 You have secured admission at Mysore University. You are excited at the prospect of campus life. You meet a new friend for the first time. Write a dialogue where you attempt to get to know each other. Take about 20 turns. 20
- 3a Tick (✓) the correct form of the adjective in the following sentences. 10
- i Delhi is more polluted/polluter than other big cities in India
 - ii He is one of the best athletes/one of the best athlete in our school.
 - iii These are the deliciousness/ most delicious dish I have ever tested in my life.
 - iv My shirt has become tighter/more tight than before.
 - v No farther/further information is available about the criminal.
 - vi This is the prettiest/most pretty woman around here.
 - vii Aditi looks smarter/smarter than her brother.
 - viii My sister is younger/youngest in the family.
 - ix The new table is heavier/more heavy than the old one.
 - x My watch is more slow/slower than his.
- 3b Insert the adverbs given in brackets in the correct position. 10
- i The child forgot to inform her mother about the courier. (completely)
 - ii The children complain if they have a Math's test after the Sports period. (always)
 - iii I fight with my sister. (rarely)
 - iv Last week there were delays in the departure of flights due to bad weather. (frequent)
 - v I was joking. (only)
 - vi My uncle is moving to Delhi. (definitely)
 - vii The baby realized that it could get everything by crying. (very quickly)
 - viii Our class worked the whole year. (hard)
 - ix Ravi fell off the bike.(almost)
 - x Good work will be rewarded. (always)
- 4 You have been asked to participate in a debate on the topic- 'Should attendance be optional for college students.' You have to submit four points in favour and four points against the topic with an introductory statement. Prepare a draft in about 150-200 words. 20
- 5 Can you relate an incident when your father/mother/teacher was wrong, yet insisted on being obeyed? What was your reaction? How did you deal with the incident? Write an essay about the incident and how it left you feeling. 20

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

Course Code: CFE/TMA/2017-18
Max. Marks: 100

All questions are compulsory.

1 Read the passage and answer in your own words the questions that follow:

An important aspect of socializing is 'Small Talk'; an informal conversation about things that are not important but establish your goodwill towards the other person and allows you to get to know him/her better. Light casual conversation or small talk happens all the time between casual acquaintances, people travelling together on the same bus or train, people you meet in the course of your work, etc. The difference between socialising and chatting with your friends is that you have known your friends for a long time and can be open with them while small talk is made with people you may not know at all or know slightly. Therefore, while socializing you have to be careful about the topics you choose to talk about. Avoid subjects that can lead to offence and do not ask probing personal questions (about age, salary or marital status, for instance).

Normally the conversation arises from the immediate surroundings: the weather, buildings and places, hotels, arrivals and departures, meals, entertainment, the news of the day, etc. Very often the topics flow from the conversational context. The answers to questions and the comments that follow can provide a lead to the next topic. When someone makes small talk with you, do not give only monosyllabic 'Yes' or 'No' answers. Add an opinion but be sensitive to the views of the other person too.

Another important aspect of small talk is 'the timing' i.e. how long should you carry on with it. The simple answer is not too long, particularly in a formal or business situation. One should not wait for the guest to signal that it is time for work or start giving cues such as looking at some papers or their watch or flipping open the file or a briefcase.

1a State whether the following statements are True or False: 5

- i Small talk does not help in socializing.
- ii It is not proper to ask probing question when you met new people.
- iii Small talk does not require you to express your opinion.
- iv In formal situations, small talk takes a lot of time.
- v People indicate that it is time to stop talking by looking at their watches.

1b Answer the following questions briefly in your own words: 5x2=10

- i What is the aim of small talk ?
- ii Why do you think subjects that give offence should be avoided during socializing?
- iii Mention one difference between chatting and small talk.
- iv Why are simple 'Yes' or 'No' answers not suitable during small talk?
- v List at least five topics that are safe for small talk.

1c Make sentences of the following words / phrases from the passage: 5

- i establish your goodwill
- ii informal conversation

- iii casual acquaintance
 - iv probing personal question
 - v marital status
- 2a You are the Managing Partner of Fab Foods Pvt. Ltd., manufacturing processed foods. Write to your bankers requesting for an overdraft on your current account for a given amount and time. 10
- 2b Write a letter complaining to the Transport Authority about the inefficient bus service which you use every day to get to work. Explain the inconveniences that you and others have to put up with and suggest ways to improve the services. 10
- 3 Write a 300 word essay on things you would like to achieve in your professional life. Why? How would you achieve them? 20
- 4a Rewrite the following sentences after correcting the error of agreement, if any: 10
- i Neither of the proposals were accepted.
 - ii He was one of the advisers who negotiated the treaty.
 - iii The toll of the traffic accidents are rising.
 - iv Only one of his criticisms were sensible.
 - v Where's the letters we received from our customers?
 - vi Have either of the orders been sent?
 - vii The acoustic in this auditorium have always been bad.
 - viii Student life and professional life is entirely different.
 - ix The Collected Works of T.S. Eliot are worth reading.
 - x I don't like these furnitures.
- 4b Rewrite the following sentences by using a phrasal verb in place of the words in *italics* in each sentence. You may choose one of the phrasal verbs given below and use the tense form suitable in the given context. There are some extra phrasal verbs. 10
- turn down, put up with, put on, pay heed, mount up, mixed up, look forward to, go over, go out, take off, put out, run into
- i I was very nervous when the plane became airborne.
 - ii The fire brigade arrived soon to extinguish the fire.
 - iii Have you ever refused an offer or invitation that you later regretted.
 - iv I eagerly await New Year's Day.
 - v He has confused the two stories.
 - vi The price of imported books has increased.
 - vii Let's review the plans again before submitting them.
 - viii She cannot tolerate nonsense.
 - ix I met unexpectedly an old friend of mine who had left our school.
 - x We must pay attention to the job at hand.
- 5 Write short notes on the following: 20
- i Purpose and characteristics of Report Writing
 - ii Effectively facing a job interview