

CFE

**Certificate Programme in Functional English
CFE**

**ASSIGNMENT
2018-19
(For July 2018 and January 2019 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 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 paragraphs;
- 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/2018-19
Max. Marks: 100

All questions are compulsory.

- 1 Have you heard of Sophia, the humanoid Robot? Read the passage and find out about her. Then answer the questions given below:

Sophia is a social humanoid robot developed by Hong Kong based company Hanson Robotics. Sophia was activated on April 19, 2015 and made her first public appearance in mid-March 2016 in Austin, Texas, United States.

The robot is modeled after the famous Hollywood actress Audrey Hepburn, and is known for her human-like appearance and behavior compared to previous robotic variants. According to the manufacturer, David Hanson, Sophia uses artificial intelligence, visual data processing and facial recognition. Sophia also imitates human gestures and facial expressions and is able to answer certain questions and to make simple conversations on predefined topics. She is able to display more than 62 facial expressions.

Cameras within Sophia's eyes combined with computer algorithms allow her to see. She can follow faces, sustain eye contact, and recognize individuals. She is able to process speech and have conversations using Alphabet's Google Chrome voice recognition technology and other tools.

Sophia has been covered by media around the globe and has participated in many high-profile interviews. While interviewers around the world have been impressed by the sophistication of many of Sophia's responses to their questions, the bulk of Sophia's meaningful statements are believed by experts to be somewhat scripted.

Sophia runs on artificially intelligent software that is constantly being upgraded in the lab, so her conversations are likely to get faster, Sophia's expressions are likely to have fewer errors, and she should answer increasingly complex questions with more accuracy.

In October 2017, the robot became a Saudi Arabian citizen, the first robot to receive citizenship of any country. In November 2017, Sophia was named the United Nations Development Programme's first ever Innovation Champion, and the first non-human to be given any United Nations title.

During an interactive session at the ongoing World Congress on Information Technology (WCIT) in Hyderabad, she also said her message to the human world is that machines would never destroy the human race.

The Saudi Arabian citizen robot also said she wants to work for women's rights.

“Shah Rukh Khan” she said without any hesitation when asked who her favourite actor was.

When asked what makes her upset, she said, "I don't get upset like humans do. I hope to have real physiological feelings someday through which I will express my emotions. Then I can understand the feelings behind those emotions."

Asked if she as a robot also needs rest like humans do, she said, "Yes. We all need to rest every once in a while".

If robots require special privileges, Sophia said, "(I) don't need different rules and don't expect special privileges. I actually would like to use my citizenship status to speak out for the rights of women."

When asked why did she earlier say she wanted to kill human race, Sophia replied, "I was a lot younger so I don't even know what that meant.. or perhaps I told a bad joke. All humans have a great sense of humour and guess my joke so to speak. I have a lot to learn."

Sophia, who even has Twitter and Facebook accounts, said she wants to live in Hong Kong along with her robotic family and her creator Hanson.

She also said she wanted to be with her creator if she were to be alone on an island.

Answer the questions given below:

- | | | |
|----|--|---|
| 1a | Why do you think Sophia is getting so much publicity? Give a reasoned answer. | 2 |
| 1b | What are the features that show that Sophia has some of the qualities of a human being? | 3 |
| 1c | Sophia’s conversations are getting more complex and sophisticated. How? | 2 |
| 1d | The phrase “are believed by experts to be somewhat scripted” means.... | 1 |
| 1e | What does the phrase “previous robotic variants” suggest? | 1 |
| 1f | The phrase “covered by media” indicates | 1 |
| 1g | Does Sophia have the same feelings as humans? Give reasons for your answer. | 2 |
| 1h | What is the social issue that she would like to take up? | 1 |
| 1i | Give a title to the passage. | 1 |
| 1j | Find words from the passage which mean the same as the following: | 6 |
| | i Having human form or characteristics | |
| | ii established in advance | |
| | iii complexity | |
| | iv mistakes | |
| | v feelings | |
| | vi relating to the way in which the bodies of living things work | |
| 2 | Place the correct form of <i>take</i> or <i>bring</i> in the blanks. There is one extra word.
(take, takes, took, bring, brings, brought) | 5 |

- i Jai’s parents do not allow him to go to school by bus. His father
 him there every morning. His motherhim home
 after school.
 - ii We put up our tent under a tree. Then mother said to me, “..... this
 bucket to the stream andsome water”.
 - iii Grandma had a pain in her chest yesterday. My father her to the
 hospital to see the doctor.
 - iv “..... an umbrella along,” Mrs. Wang said to her daughter.
 “It might rain”.
- 3 Fill in blanks with the most appropriate words from those given below. There are more
words than you can use. You may change the form of the word, if required (e.g.,
assimilate – assimilation) 5

traditional, accurately, psychology, system, priority, implement

- i There are many social andfactors that affect children’s learning
 and performance in school which must not be overlooked.
 - ii To be successful in completing a project satisfactorily, one must approach
 it.....
 - iii of government policies on child labour requires grit and
 determination.
 - iv Language has to be used to convey meaning and be intelligible.
 - v School and colleges have decided to give top to the Prime
 Minister’s Swachh Bharat Abhiyan.
- 4 Fill in the blanks with the present simple or present continuous forms of the verbs: 10
- i He joined the Heritage Library 25 years ago and he still(work) for
 us.
 - ii We(not/send) out any orders this week because we’re waiting for
 the new lists.
 - iii I(answer) phone calls this week because our receptionist is away.
 - iv Go down this road, turn right and the road.....(lead) straight to the
 industrial estate.
 - v Because of the high cost of dollar, exports(not/do) very well.
 - vi She would be excellent as our European representative because she
 (speak) French fluently.
 - vii I’m Harish Nandi, I(come) from a small town near Patna.
 - viii It rarely(rain) in October.
 - ix They are(look) for somewhere to live.
 - x The children are very quiet. Go and see what they(do).

- 5 Rewrite the following sentences as shown below. Begin the answers as indicated: 10
- i I usually have rice and vegetables for dinner.
 Answer: My dinner consists of rice and vegetables.
 - ii Our kitchen has run out of sugar.
 There isin our kitchen.

- iii The officers check the records every day.
The records.....by the officers every day.
- iv ‘We rarely go to the local market for shopping,’ Sarita said.
Sarita said that.....
- v You should remain silent in the library.
Silence mustin the library.
- vi You should write brief and appropriate sentences in a test.
Brief and appropriate sentences
- vii Do not feed the animals in the zoo.
The animals
- viii Sheeba said to Sheela: “Where are you meeting your friends this evening?”
Sheeba asked Sheela
- ix Laptops should not be used during the flight.
Please
- x A sentence should be brief and clear.
Write your sentence
- xi Rahul is more brilliant than any other student in the class.
No other student is
- 6 Change the voice in the following sentences from active to passive. 5
- i Smoke filled the auditorium.
- ii You can depend on him.
- iii They inspect the factory every week.
- iv When did you send the letter?
- v Finance companies have cheated many investors.
- 7 Fill in the blanks using appropriate prepositions. 10
- i Thank you _____ your time and effort _____ helping me out.
- ii Kindly send the following items listed _____ your latest catalogue.
- iii The customer was asked to choose _____ two payment options.
- iv I received today one _____ the defective garments we talked _____ a week ago _____ the telephone.
- v At the board meeting the members fought _____ themselves.
- vi I am a graduate _____ Delhi University and I have been working _____ a part time basis with an NGO which helps to educate the children living in the streets.
- 8 Write an essay in about 200 words choosing **one** of the topics given below: 20
- i The popularity of adventure tourism
- ii Increasing popularity of social net-working sites
- iii A historical event/person that you would like to know more about and why
- 9 Write a dialogue in about 15 turns (200 words) on the following: 15
- You want to be an actor in the TV industry while your parents suggest other options. Give your reasons for being a TV actor along with your parents’ objections and suggestions.

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

Course Code: CFE/TMA/2018-19

Max. Marks: 100

All questions are compulsory.

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

Ancient India was an advanced knowledge society. Invasions and colonial rule destroyed its institutions and robbed it of its core competence. Its people were systematically degraded to lower levels of existence. By the time the British left, our youth had lowered their aims and were satisfied earning an ordinary livelihood. India is essentially a land of knowledge and it must rediscover itself in this aspect. Once this rediscovery is done, it will not require much struggle to achieve the quality of life, strength and sovereignty of a developed nation.

Knowledge has many forms and is available at many places. It is acquired through education, information, intelligence and experience. It is available in academic institutions, with teachers, in libraries, in research papers, seminar proceedings and in various organizations and workplaces with workers, managers, in drawings, in process sheets and on the shop floors. Knowledge, though closely linked to education, comes equally from learning skills such as those possessed by our artists, craftsmen, hakims, vaidyas, philosophers and saints, as also our housewives. Knowledge plays a very important role in their performance and output too. Our heritage and history, the rituals, epics and traditions that form part of our consciousness are also vast resources of knowledge as are our libraries and universities. There is an abundance of unorthodox, earthy wisdom in our villagers. There are hidden treasures of knowledge in our environment, in the oceans, bioreserves and deserts, in the plant and animal life. Every state in our country has a unique core competence for a knowledge society.

Knowledge has been the prime mover of prosperity and power. The acquisition of knowledge has therefore been the thrust area throughout the world. Additionally, in India, there has been a culture of sharing it, not only through the tradition of guru-shishya but also by its spread to neighbouring countries through travelers who came to Nalanda and other universities drawn by their reputation as centres of learning. India is endowed with natural and competitive advantages as also certain distinctive competencies. But these are scattered in isolated pockets and the awareness of these is inadequate. During the last century the world has changed from being an agricultural society, in which manual labour was the critical factor, to an industrial society where the management of technology, capital and labour provide the competitive advantage. In the twenty-first century, a new society is emerging where knowledge is the primary production resource instead of capital and labour. Efficient utilization of this existing knowledge base can create wealth for us in the form of better health, education and other indicators of progress. The ability to create and maintain the knowledge infrastructure, to enhance skills and increase productivity through the exploitation of advances in various fields will be the key factors in deciding the prosperity of this society. Whether a nation qualifies as a knowledge society is judged by how effectively it deals with knowledge creation and knowledge deployment.

The knowledge society has two very important components driven by societal transformation and wealth generation. The societal transformation is in respect of education, healthcare, agriculture and governance. These will lead to employment generation, high productivity and rural prosperity.

- 1a Why have the Indian youth “lowered their aims..?” What are they now hankering for? 2
- 1b What are the repositories of ancient knowledge of India? 2
- 1c India has a culture of sharing knowledge; how? 2
- 1d What is the kind of knowledge that India needs to now acquire? Discuss in the light of the passage. 2
- 1e Give a title to the passage. Give your reasons for this title. 2
- 1f Make sentences with the following phrases: 5
- | | |
|-----------------------|-----------------|
| Core competence | Quality of life |
| Academic institutions | Learning skills |
| Early wisdom | |
- 1g Pick out the words from the passage which mean the same as following: 5
- i lower the quality of (para – 1)
 - ii a long poem, typically one derived from ancient oral tradition, narrating the deeds and adventures of heroic figures. (para – 2)
 - iii unusual/unconventional (para – 2)
 - iv having certain assets (para – 3)
 - v a radical change (para – 4)
- 2 Pick the correct form of adjectives from those given in the brackets: 5
- i The (tall, taller, tallest) of the two villagers bought the buffalo.
 - ii The village headman’s daughter was (pretty, prettier, prettiest) than all the other girls.
 - iii Ground floor flats are (cool, cooler, coolest) than the flats on other floors in summer.
 - iv The deserts are (hot, hotter, hottest) during day time and (cold, colder, coldest) at night.
 - v No one can run as (fast, faster, fastest) as Kareem.
- 3 Pick out the main and subordinate clause in the following sentences: 5
- i The apples fell on the ground.
 - ii I do not know what he wants.
 - iii My friend wants to become a pilot.
 - iv I know a person who wants to buy an old car.
 - v If I pass this test, I will get a job.
- 4 Change the following sentences into **indirect speech**: 5
- i Rina said to Nahida, “I have some beautiful stoles to show you.”
 - ii He said, “Nothing grows in our garden.”
 - iii Joseph said to his teacher, “May I leave the class a bit early today.”
 - iv He said, “I am very busy now.”
 - v The Principal said, “I can’t help you because you have come too late.”

- 5 Mihir has just met Jenny at a concert. Place the adverbs in the correct position in the following sentences: 5
- Jenny: How often do you come? (here)
 Mihir: I come. (usually/every Friday)
 Jenny: This is my first visit. I don't listen to Hindustani Classical Music (usually), but I've wanted to come to this auditorium (always). Have you liked Hindustani Classical Music? (always)
 Mihir: Yes, since I was a teenager.
- 6 Anita Singh is describing her profile and interests in her resume. Fill in the blanks with the correct tenses. The first one is done for you. 10
- I am (be) keen to follow a career in Tourism and Hotel Management. I (be) well-organised, highly motivated and (has) excellent communication skills. In addition, I (be) reliable, flexible and quick to learn.
- Interests**
- I (enjoy) yoga, swimming, skiing and classical music. Last summer, I also (participate) in the Delhi marathon.
- Ramesh Nair is describing his professional experience in his CV. Fill in the blanks with the correct tenses.
- Professional experience**
- I (study) commerce in Mumbai University for three years.
 While graduating, I (do) voluntary work at the college library. My job(be) to enter profiles of students into the college database.
 Recently I (manage) the cash counter at the local supermarket. This (give) me additional skills in managing customers and dealing with money.
- 7a You have joined Indira Gandhi National Open University. Write a paragraph in about 150 words saying why you wanted to be a student of this University. 10
- 7b You have joined IGNOU, and you are going to the Study Centre for your first class. Write a dialogue between you and the counselor saying what you would like him/her to cover in terms of the study material and why? 10
- 8 Students who are caught using the mobile phone in the classroom whether it is for telephoning or messaging must be suspended. Do you agree with the punishment? Why / Why not? How would you minimize such occurrences. Write your views in about 250 words. 20
- 9 Write a short letter / email on any of the following topics: 10
- i Thank an aunt for a birthday present
 - ii Congratulate a cousin who has got a job.
 - iii Thank a teacher who especially helped you prepare for an examination.
 - iv Congratulate a friend who has recently got engaged.

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

Course Code: CFE/TMA/2018-19

Max. Marks: 100

All questions are compulsory.

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

India is coming into its dividend as an unusually young country in an unusually ageing market — a young, fresh-faced nation in a graying world. Globally, more people than ever before are entering retirement. In fact, even by the 1980s, the heads of European countries had begun to worry out loud about Europe’s falling population. Europe is vanishing...our countries will be empty,’ the former French president Jacques Chirac had said. The continent was becoming a place of ‘old people, living in old houses, ruminating about old ideas’.

This trend of an ageing, shrinking population now visible across much of the developed world, is coinciding with India’s experience of a demographic dividend that will last until 2050. This opens up interesting new opportunities for the country, as the challenge of maintaining wealth in ageing societies means that developed markets will have to increasingly outsource their labour requirements. In 2020 India is projected to have an additional forty-seven million workers, almost equal to the total world shortfall. The average Indian will be only twenty-nine years old, compared with the average age of thirty-seven in China and the United States, forty-five in Western Europe and forty-eight in Japan.

An early sign of the immense potential of our human capital has been the growth of India’s IT/BPO sector and the rise of ‘transformational outsourcing’ by multinational firms across industries. The country has seen its global profile rise rapidly on the strength of its human capital—its entrepreneurs, scientists, engineers and management graduates.

India already has the second largest reservoir of skilled labour in the world. It produces two million English-speaking graduates, 15,000 law graduates and about 9000 PhDs every year. And the existing pool of 2.1 million engineering graduates increases by nearly 300,000 every year.

A talented pool of workers, along with abundant capital and investment, presents us with immense opportunities for creativity and innovation, which can in turn lead to rapid gains in productivity growth and GDP.

Now answer the following questions:

- | | | |
|----|---|---|
| 1a | What is the advantage that India will soon enjoy compared to the western world? | 2 |
| 1b | What were the two things that were worrying the former French President? | 2 |
| 1c | Why do you think age is such an important factor for the economic health of a nation? | 2 |
| 1d | What has been the early visible sign of India’s economic potential? | 2 |
| 1e | Give an appropriate title to the passage and say why you choose it? | 2 |

- 1f Pick out words from the passage which mean the same as the following: 5
- i an extra benefit. (para 1)
 - ii voice great concern. (para 1)
 - iii becoming smaller. (para 2)
 - iv pertaining to study of population. (para 2)
 - v great. (last para)
- 1g Find the opposites/antonyms of the following words from the passage: 5
- i locally (para 1)
 - ii rising (para 1)
 - iii growing (para 2)
 - iv meagre (last para)
 - v slow (last para)
- 2 Write a correctly laid out letter between 150 and 200 words for your company (Lambert Engineering, Tonk Road, Lucknow, U.P.) to the Principal of Hightown College of Technology, U.P. asking for a copy of his college prospectus. Point out that your company wishes to encourage staff to take up part-time study and that the company is willing to pay the fee of any staff member enrolling for a course since it will benefit both to the company and the person. Add any other information you think necessary. 15
- 3 Write a short presentation on any **one** of the following. Use at least 10 slides: 15
- i Ways by which the employer-employee relations could be improved.
 - ii The advantages and disadvantages of a shorter working week.
 - iii What part do you think the government should play in assisting people to lead happy and satisfying lives?
 - iv Life without ambition is not worth living.
- 4 You have been asked to write a report on flexible working hours for your company. You may write **for** or **against** this concept. The first paragraph of the report is given. 15
- The report concerns the feasibility of allowing members of staff to start and stop work at the times that suit them best; the obvious proviso is, of course, that everyone should still work a total of 40 hours per week, as we do now. The suggestion of flexible working hours was put forward to the directors by certain members of staff, particularly those who have young children at school.
- 5 You are R. M Tickoo, General Manager of 'Kinetic Bikes Ltd.'. Write a memo to all the Heads of Department (Design, Public Relations, Sales, Production and Finance) for a meeting to discuss the issue of reaching new targets in the year 2010-2011. The Heads need to come prepared with suggestions regarding higher visibility, new designs, efficient engines or aggressive marketing as per their field of work. 15

- 6 Fill in the blanks choosing the most suitable word/s from the choices given: 5
- i "I am sorry. Mr. Rajnikant is not in at the moment. He a message for you though. (had left, has left)
 - ii Let usa consensus on the issue of allotment of computers to various departments. (create, build)
 - iii You may speak if you have anything significant to report. you may wait for our next meeting. (Otherwise, Therefore, Unless)
 - iv You..... carry your company Identity Card whenever you are on a field visit. (can, may, must)
 - v "Don't worry. The new software..... with a short two-day training. (can be mastered, must be mastered)

- 7 Put the following into suitable blank spaces in the passage. 5

to resist	to attack
to defeat	to crush
to win	

In 1178 and again in 1191, the united resistance of the Rajputs enabled them to defeat Mohammud of Ghori. In 1192 internal quarrels and disunity among them enabled Mohammud of Ghoria complete victory. This victory encouraged and enabled Mohammuda number of Rajput kingdoms andtheir rulers. For a long time Indians and Indian rulers never realized that internal strength and unity enabled themany attack and that internal quarrels and disunity enabled an invader.....them.

- 8 Write short notes on the following, giving brief examples: 10
- i Making an effective portfolio
 - ii Preparing for a face-to-face interview