

CFE

**Certificate Programme in Functional English  
CFE**

**ASSIGNMENT  
2015-16  
(For July 2015 and January 2016 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/2015-16**

**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/2015-16  
Max. Marks: 100**

**All questions are compulsory.**

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

Dear Pranav

It's been 20 months since you set foot in the world. When I held you for the first time in my arms at the hospital, your tiny hands were twitching and your eyes were shut tight. Your clenched fist reminded me of a science lesson that said to get an idea about the size of your heart, you should clench your fist. I mean the little heart throbbing inside you. The eternal miracle of birth. When it was my turn to witness it, I cried.

Before I married your mother, I used to debate one question endlessly with my friend. Which is, "Is it really worth bringing another life into this world?" especially when terror has become an ugly leitmotif in the canvas of our lives? When I switched on the TV that Wednesday night, the question of whether I was right in bringing you into this world haunted me again.

This is my attempt at an answer. Call it catharsis.

I feel there are two ways to raise you. One is to wean you on cynicism. Where you'll erect a sky-high wall in your mind and live your life pouring scorn on everything you see. Which is one way of insulating yourself from fear... A kind of indifferent machismo.

The other way is to prepare you to live in this world. I can't imagine the world for you. I can't imagine the world for you, son. But I can certainly show you the way to live in an uncertain world. Make a pact with yourself. Understand the following early on.

Life is precious. And equally fragile. So every day is a gift. Get up early once in a while just to watch the sun rise. Stare at it intently and burn it in your memory. Be aware of every passing second. Look around you. There's a thin stalk of plant finding its place under the sun in a crevice on the wall of our apartment.

Appreciate mother's cooking. Praise it to heavens... Make it a habit to eat together as a family. Not, make it a rule. Fall in love with books. Words will transport you to worlds far away. It will also keep you informed and prepared.

Follow your heart. The mind can waver but the heart seldom does. Respect your conscience. It's like a post-it note from God.

When you grow up, seek a job you love. As you enter the world of careers and cocktails, you'll get sucked into a vortex called rat race. Don't be overwhelmed. We're all human. But have the courage to step out of it. Nothing will be lost. Some illusions will shatter. Good riddance.

Money. It is important. But it has its place. Don't make the mistake of putting it right on top.

Find your love. Hold it dearly. Be a good husband. A patient father. Give your children space to make their mistakes. But hold them when they fall.

Speak up when you have to. Like this occasion. Whether we like it or not, we're living in a democracy. Sure it has its pitfalls. But don't forget the positives too. The real fight in a democracy is between remembering and forgetting. Go and vote. It's your chance to give shape to the kind of society you want to live in.

Be alert. But try not to live in a state of fear. If you were to get caught in a situation similar to what happened and should we lose you, then you will have left us with enough lovely memories for the remaining years. That will only happen if you start living every day like it is the last day of your life. Though it can never compensate your loss, at least we'll find strength in your love for life.

Don't have regrets. They defeat the very purpose of life.

Immersed as I am in work most of the time, this letter is also a wake-up call for me.  
Love, Dad

- |     |   |    |
|-----|---|----|
| 1a  | Why did the writer cry?   | 2  |
| 1b  | What are the two ways that the author feels he could raise his son?   | 2  |
| 1c  | "Life is precious" discuss this statement in the light of the passage.  | 2  |
| 1d  | What does the writer advise his son regarding his future professional life?   | 2  |
| 1e  | What does the writer explain to his son about family life?  | 2  |
| 1f  | If you were a grown up child of this writer what reply would you send.<br>Write in about 100 – 150 words.                     | 10 |
| 2   | You recently moved to a new city on a job transfer. Write a letter to your friend informing him of this move. In your letter: | 10 |
| i   | Describe the new city   |    |
| ii  | Explain how life in this city is different compared to the previous city  |    |
| iii | Invite your friend and family to visit you in the new city  |    |

- 3 What will you say in the following situations: 10
- i Your neighbour's TV is disturbing you because of the high volume. Ask him/her politely to reduce the volume.
  - ii You want to borrow the library card from your classmate. Ask your classmate for the card politely.
  - iii The laptop you bought recently is not working properly. Complain about this to the showroom manager and ask for a replacement.
  - iv Ask your co-passenger on the train if you can borrow his newspaper.
  - v You can't find your book. You request your sister to help you find it.
- 4 Complete the following telephone conversation by filling in the appropriate dialogues: 10
- X: Business and Leisure Travel, Pratima Singh speaking. How may I help you?  
 Y: .....?  
 X: I'm afraid he's out to lunch. Can I take a message?  
 Y: .....  
 X: That's B – A – R – U – A isn't it?  
 Y: .....  
 X: Ok. I'll ask Mr. Mishra to call you back. Can you give me your contact number, please?  
 Y: .....  
 X: Right, we'll call you back this afternoon.  
 Y: .....  
 X: Goodbye.
- 5 You have recently enjoyed a 3 day trip to a new city. Make a diary entry of your experiences. Give details of the places that you visited and the things that you did there. 10
- 6 You have invited a small group of friends for dinner. Prepare a menu of what you think they might enjoy eating in the evening. 5
- 7 Write short notes of any *two* of the following: 10
- i Writing a brochure
  - ii How to manage your time effectively
  - iii Phrasal verbs
- 8 Fill in the blanks with the verbs in the correct form, past continuous or past simple: 10
- i George ..... (fall) off the ladder while he .....(paint) the ceiling.
  - ii Last night I ..... (read) in bed when suddenly I .....(hear) a scream.
  - iii While I.....(work) in the garden, I .....(hurt) my back.
  - iv Anita.....(wait) for me when I .....(arrive).  
 I .....(not/drive) very fast when the accident .....(happen).

- 9 Fill in the gaps using suitable linkers given in the brackets. 10
- i The factory was ill-equipped ..... unsafe. (also, besides, as well as)
  - ii He lost his fortune; .....he managed to save himself. (on the other hands, nevertheless, however)
  - iii They lost their job..... they were bad workers. (but, because, in order)
  - iv She lost the opportunity .....her own indecisiveness. (due to, therefore, because)
  - v You have broken the law, ..... I have no choice but to imprison you. (consequently, as a result, so that)
  - vi You must not dive .....you have been properly trained. (unless, as a result, yet)
  - vii ..... winter comes, can spring be far behind? (where, when, as)
  - viii Father took out house insurance .....our property would be secured. (with a view to, intending, so that)
  - ix ..... of his bad behavior, the child was scolded. (As a result, instead, in addition)
  - x The manager wasn't competent and he wasn't honest ..... (neither, either, furthermore)

10 Shivani Bhatt is at the new shopping centre in her local town. A market researcher is asking her what she thinks about the new centre. Complete the researcher's questions. 5

- i .....here for the first time?  
No, I'm not. I always do my shopping here now.
- ii .....?  
No, I don't mind. I quite like answering questions.
- iii .....?  
Yes, I come every week.
- vi .....?  
Yes, I have. I've bought a lot of things this morning.
- v .....?  
Yes, I did. I came twice last week.

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

Course Code: CFE/TMA/2015-16  
Max. Marks: 100

**All questions are compulsory.**

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

Though it is a sad fact that examinations do take their toll in a myriad ways on the young in our country it is equally true that it is the society, it is the value system and it is the mass perception that have made a monster out of examinations. In a social milieu that values marks more than development of personality, it is not 'learning' but 'scoring' that gets glorified. The problem today is that the examination system has also become a victim of consumerism. Surely when a system relies on elimination rather than selection for higher studies and even for jobs, automatically there is a rat race for marks. If a student's future is going to be determined by 0.1 decimal point or less, it is bound to produce winners and losers, the latter often predominating. We have inherited a system, thanks to Macaulay that has firmly fixed in our mind the golden rule: education for employment. Schools and colleges glorify examinations; firms and offices glorify it. And at the end it is crucified. Where does the problem lie? What is the remedy?

Can we do away with examinations? Certainly we can. It will be a very populist measure and initially most of the parents will heave a sigh of relief and many students will celebrate. Fine, but what next? It is a simple question but the answer is not going to be that simple. We are sane enough to accept the fact that we are being assessed constantly by time. It is a process that is not only inevitable but also inescapable. At best examination per se, can be avoided but not assessment because any process, not only in education, but in all human pursuits, need time-bound and timely interventions to learn about the magnitude and direction of change or development.

School-based evaluation practiced over a period of time seems to be failing to exert a positive wash back on the entire curriculum transaction. Lackadaisical and at times apathetic attitude by teachers has robbed the evaluation of its credibility and the result has been rather disconcertingly painful. The students reach the final stage of secondary level without acquiring even the minimum levels of learning and when they are evaluated in the twelfth Board Examination, the stark reality of the inadequacies of the school-based system emerges with striking clarity.

It is time that parents stopped living their dreams through their children. Help lines have established that more than the fear of examinations, it is the fear of failing parental expectations that is enhancing the stress levels in children. We should also understand that stress is a part of daily existence. In fact, the ability to perform under pressure will stand students in good stead as they get ready to enter the world of work. To completely isolate them from challenging situations would only result in the insulation of students from the realities of the world, rendering them unfit to face competition later in life. The solution lies in bringing about a more responsive

and responsible work culture in schools. An empowered teaching community is vital to transform education. Pursuit of excellence has the advantage of not having an end. So, instead of debating whether we should do away with examinations, which seems to be a utopian idea, we should make a concerted effort to improve the system. That is the course of wisdom

Answer the following questions based on the passage above:

- 1a What does the author mean by the statement “it is not ‘learning’ but ‘scoring’ that gets glorified?” 2
- 1b What is the author’s views on examination? Discuss. 2
- 1c What do you think is the system that Macaulay is advocating? 2
- 1d Why has school based evaluation failed? 2
- 1e What advice has the author given to parents? 2
- 1f The following words occur in the passage. Write the antonyms of these words: 10

sad	firmly	responsible	latter
simple	apathetic	accept	minimum
positive	enhancing		

- 2 Is examination important? What do you think? Write a composition (in about 200-250 words) expressing your opinion. You may use the points given in the box along with the ideas expressed in the passage. You may also hold a different view altogether. 20

Process of education meaningless without assessment ...fear of exams make students study...system of evaluation needs changes...students under stress ...knowledge has become secondary... rat race for marks...additional change required ...parental duty...system overhauling.

- 3 What do you understand by the term email etiquette? How do you follow it in your emails? 10
- 4 Write an email to your friend who has just moved to another town. Update her/him on the happenings in your life, including your studies. 10
- 5 Insert ‘the’ wherever necessary, in the following sentences: 10

- i India is much bigger than United Kingdom.
- ii He reads Times of India and Hindustan Times regularly.
- iii President of India lives at Rashtrapati Bhawan.
- iv Suez Canal links Red Sea and Mediterranean.
- v Himalayas are a series of mountain ranges.
- vi Nineteen large rivers drain Himalayas, including Indus and Brahmaputra.
- vii Maldives are a chain of 1087 small coral islands in Indian ocean.
- viii He is posted at Indira Gandhi International Airport, New Delhi.
- ix He flew from Mumbai to Palam Airport in New Delhi.
- x Our class teacher took us to National Science Center, New Delhi.



- 6 Place the correct participle in each blank. 10
- i exciting, excited
- a Jai and his cousins spent an .....day at the theme park. They went on a lot of rides including the roller coaster.
- b The .....children screamed as the roller coaster rushed down after climbing up to a height.
- ii frightening, frightened
- a Six-year old Tom watched Dracula on TV. It was a ..... film. When it was over, a very .....Tom didn't dare sleep alone in his own room.
- iii boring, bored
- a Mr. Chari once went to the ballet with his wife. Half an hour after the show started, a ..... Mr. Chari was fast asleep. He prefers to watch traditional opera.
- b If you can't fall asleep, read a .....book.
- iv growing, grown
- a The old farmer doesn't work in his field anymore. He has five .....sons. They do all the work.
- b The nurse told the mothers that .....children need vitamins and protein to stay healthy.
- v interesting, interested
- a Shaheda heard about an .....movie showing in town. She became..... and decided to see it.
- 7 You are a student of IGNOU and need to go to your Regional Center. You do not know the way to it. Ring up the Regional Center and ask for directions. Write a dialogue between yourself and the official at the Regional Centre. Take about ten turns. 10
- 8 Write short notes on any two of the following in about 150 words: 10
- i A travelogue
- ii A survey report
- iii Comparative and superlative adjectives
- iv Adverb clause of reason

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

Course Code: CFE/TMA/2015-16  
Max. Marks: 100

**All questions are compulsory.**

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

In this wonderful book *Success Is No Accident*, Dr. Lair Ribeiro makes a statement that rings true to my ears and has been proven repeatedly through history. He says, "If you go on doing what you've always been doing, you'll go on getting what you've always got." What a powerful message! Sometimes, in order to create positive things in your life, you need to make some changes in the way you do things. The world isn't going to suddenly reward you by changing its conditions. Instead, you must be alert to the way you approach certain challenges.

I have met numerous people who are virtually unwilling to change, even when their current efforts aren't working. People are frightened of change. Sometimes they even argue for their limitations by saying things like: "I've always been that way" or "I'm just not that kind of person" or "I've always done it differently." If something *isn't* working for you, however, statements like these aren't relevant or helpful. It's critical to remember that if you go on doing what you've always done, you *will* go on getting what you've always got!

Maybe you're not the type of person who believes in asking friends and family for favours. And you might even be proud of this fact. Still, there are times when asking for help might be just what you need to succeed. If you're stubborn and insist "I can't do that", you may be missing out on a wonderful opportunity. There are countless other examples of where an unwillingness to try something new, or an unwillingness to do something differently, will interfere with your chances for success. Take an inventory of your own stubbornness: Are there areas in your life where you do things a certain way simply because that's the way you've always done them?

Without doubt, "Keep an open mind" is an overused phrase. Yet relatively few of us actually do keep an open mind. Instead, we are stuck in old, worn-out ways. If you drop your fear, and have the courage to be willing to change you are sure to be successful.

- |    |  |   |
|----|--|---|
| 1a | Why do you think it is important to make changes in the way we do things?                                    | 2 |
| 1b | People are often unwilling to change even when they are consistently unsuccessful. Give two reasons.         | 2 |
| 1c | Why do people not like to ask favours of friends and relatives? Is this always wise according to the author? | 2 |
| 1d | What according to the author is the surest road to success?  | 2 |
| 1e | Give a suitable title to the passage.  | 2 |

- 1f Make sentences with the following words/phrases according to their meaning in the passage. 5
- ring true to my ear                      alert  
 approach challenges                      argue for their limitations  
 critical
- 1g Give the opposites of the following words in the passage: 5
- repeatedly                      stubborn                      reward  
 numerous                      succeed
- 2 Write a short presentation in about 200-250 words on *one* of the following topics: 15
- i Good salesmanship  
 ii An industry that interests you  
 iii If there is one thing you could change at your workplace, what would it be?
- 3 Complete the following sentences using words from the list given below. Do not use the same word more than once. You may change the form of the words. 5
- increase, rise, decrease, fall, drop, decline, reduce
- i As a result of the recession, we have had to .....the amount of money we spend on research and development.  
 ii Last year was a good year for the company and our sales .....considerably.  
 iii The price of coffee has .....as a result of bad weather conditions.  
 iv Many Asian companies have entered the market and there has been a 20% .....in prices.  
 v The .....in profits is the result of poor management.
- 4 Look at Block 1, Unit 1, Section 1.3 and write about the personal, social and professional qualities that you possess. Using information from the list that you have prepared, write a brief profile of yourself in about 150 words. 15
- 5 Rewrite these sentences in the passive voice: 5
- i Somebody cleans the rooms every day.  
 ii They cancelled all flights because of fog.  
 iii How do people learn languages?  
 iv People don't use this road very often.  
 v They have built a new hospital near the airport.
- 6 Complete the following sentences: 5
- i If you speak to them politely, .....  
 ii If he drinks so much coffee, .....  
 iii If you don't leave now, .....  
 iv if you don't know how to organize files, .....

- v If you do not meet the sales targets, .....
- 7 In some of the sentences below, the verb does not agree with the subject. First, underline the subject. Then correct the verb, if necessary. 5
- i Someone have to get up and switch off the light.
  - ii Time move slowly for those who feel bored.
  - iii A busload of tourists have just come into the restaurant.
  - iv Pictures and large print makes a book look attractive.
  - v A bundle of currency notes was found on the railway track.
- 8 Given below are some FAQs (Frequently asked Questions) at interviews. Write out your replies: 10
- i What are your career goals?
  - ii Where do you see yourself 5/10 years from now?
  - iii Why should we hire you?
  - iv What do you want from your professional life?
  - v What did you enjoy most in your college/university?
  - vi What are your strengths and weaknesses?
  - vii What are your greatest achievements?
  - viii At this point in life what is the most important thing for you?
  - ix How would you judge your interpersonal skills?
  - x What motivates you?
- 9 Write short notes on the following: 20
- i Preparing for an interview
  - ii Difference between portfolio and resume
  - iii What is a group discussion?
  - iv Telephoning skills