

309

## CFE-01

June – Examination 2020

### Certificate Course in Functional English Examination

English in Specific Situations

Paper : CFE-01

*Time : 1½ Hours ]*

*[ Maximum Marks : 50*

- Note :-* I. The question paper is divided into three Sections A, B and C. Write answers as per the given instructions.
- II. Section-A contains Very Short Answer Type Questions (one word, one sentence and definitional type). All questions in this section are compulsory. Each question will be of 1 mark. Maximum marks of this section will be 10 marks.

**Section–A**

**1×10=10**

**(Very Short Answer Type Questions)**

1. Do as directed :

- (i) How many parts have an essay ?

- (ii) Make one sentence with the phrasal verb :  
put on.
- (iii) Write the definition of Précis.
- (iv) What is an E-mail ?
- (v) Make one sentence with the phrasal verb :  
bring up.
- (vi) Make one sentence with the idiom : cats and  
dogs.
- (vii) Write antonyms of : agreement, modesty
- (viii) Write synonyms of : hideous, junk
- (ix) Write the meaning of homonyms : berth-birth
- (x) Where should you place 'signature' in a  
letter ?

**Section-B** **4×5=20**

**(Short Answer Type Questions)**

*Note* :- Section-B will contain 8 Short Answer Type Questions. Examinees will have to answer any *four* questions. Each question will be of 5 marks and maximum word limit for each answer is **100** words. Maximum marks of this Section will be 20 marks.

- 2. Define two types of Listening.
- 3. What do you know about diction and style ?

- 4. Write how to check an E-mail ?
- 5. Write down the format of a Resume.
- 6. Write the tips for writing Circulars and Notices.
- 7. Make *five* sentences with the verb pattern :  
subject + verb + noun/pronoun + past participle
- 8. What are Informal Letters ?
- 9. Write the importance of Reports.

**Section-C** **2×10=20**

**(Long Answer Type Questions)**

*Note* :- Section-C will contain 4 Long Answer Type Questions. Examinees will have to answer any *two* questions. Each question will be of 10 marks and maximum word limit for each answer is **300** words. Maximum marks of this Section will be 20 marks.

- 10. What are the different types of Proposals ? Give a brief description of each type.
- 11. Write an essay on Presentation Skills.
- 12. Write the contents of minutes of a meeting.
- 13. Discuss the essential qualities of a good style.