

CFE-01

June - Examination 2019

Certificate Programme Examination**English in Specific Situations****Paper - CFE-01****Time : 1½ Hours]****[Max. Marks :- 50**

Note: The question paper is divided into three sections A, B and C. Write answers as per given instructions.

Section - A**10 × 1 = 10**

(Very Short Answer Questions)

Note: Answer **all** questions. As per the nature of the question delimit your answer in one word, one sentence or maximum upto 30 words. Each question carries 1 marks.

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 Precis.
 - 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 Questions)

Note: Section 'B' will contain 8 (eight) Short Answer Type Questions. Examinees will have to answer any 4 (Four) questions. Each question will be of 5 (five) marks and maximum word limit for each answer is 100 words. Maximum marks of this section is 20.

- 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 Questions)

Note: Section 'C' will contain 4 (four) Long Answer Type Questions. Examinees will have to answer any two questions. Each question will be of 10 (ten) marks and maximum word limit for each answer is 200 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.
