

CCOM-10/CCOM-12 (CERTIFICATE COURSE IN OFFICE MANAGEMENT)

Examination-2014

CCOM-03/FEDL-10

Fundamental English

Time : 1 Hour

Maximum Marks : 30

Instructions (निर्देश)

1. This Question Paper consists of 30 Multiple choice objective Type questions. All questions are compulsory and carry 01 mark each. There is No negative marking.

इस प्रश्नपत्र में 30 बहुविकल्पीय प्रश्न हैं। सभी प्रश्न अनिवार्य हैं। प्रत्येक प्रश्न 01 अंक का है। गलत उत्तर के लिए अंक नहीं काटे जायेंगे।

2. Each question has four alternative responses marked (A), (B), (C) and (D). You have to choose the correct answer and mark it on the OMR sheet.

प्रत्येक प्रश्न के लिए चार उत्तर विकल्प (A), (B), (C) तथा (D) दिए गए हैं। आपको सही उत्तर विकल्प का चुनाव कर OMR प्रपत्र पर अंकित करना है।

3. For marking answers on the OMR sheet, follow the detailed instructions given on the OMR sheet.

OMR प्रपत्र पर अपने सही उत्तर को चिह्नित करने के लिए OMR प्रपत्र पर अंकित निर्देशों का पालन कीजिए।

1. 'he' is a:

- (a) proper noun
- (b) common noun
- (c) pronoun
- (d) adjective

2. The comparative degree of beautiful is:
- (a) beautiful
 - (b) extra beautiful
 - (c) more beautiful
 - (d) beautifully
3. The superlative degree of near is:
- (a) near
 - (b) nearer
 - (c) most near
 - (d) nearest
4. I prefer tea _____ coffee.
- (a) than
 - (b) or
 - (c) to
 - (d) and
5. If I were you, _____ less and study more.
- (a) you'd work
 - (b) I'd work
 - (c) I worked
 - (d) he'd work
6. A _____ is a place where people are treated for their illness and injuries.
- (a) bank
 - (b) garage
 - (c) school
 - (d) hospital

7. A letter written to a friend congratulating him for his sister's wedding is an example of:
- (a) formal letter
 - (b) official letter
 - (c) executive letter
 - (d) informal letter
8. A narrative essay:
- (a) expresses opinions
 - (b) narrates events and experiences
 - (c) imagines a situation
 - (d) describes a person or place
9. Correct the arrangement of the following words in order to make a meaningful sentence:
- i. wine merchant
 - ii. Rohan is the
 - iii. son of
 - iv. a prosperous
- (a) ii/iii/iv/i
 - (b) iii/iv/ii/i
 - (c) i/ii/iii/ iv
 - (d) iv/ii/iii/i
10. Correct the arrangement of the following words in order to make a meaningful sentence:
- i. cricket match?
 - ii. not come

- iii. why did you
 - iv. for the
 - (a) ii/iii/i/vi
 - (b) iii/ii/iv/i
 - (c) iv/iii/i/ii
 - (d) ii/iii/i/iv
11. What is the model verb in the expression, "Should I help you?"
- (a) I
 - (b) Should
 - (c) help
 - (d) you
12. The expression "Alas!" is used one is:
- (a) shocked
 - (b) nervous
 - (c) thrilled
 - (d) happy
13. We could feel earthquake tremors, we were:
- (a) delighted
 - (b) angry
 - (c) excited
 - (d) horrified
14. I had gone to ___ Philippines on a vacation.
- (a) a
 - (b) the
 - (c) an
 - (d) none of the above

15. This pen is _____ .

- (a) me
- (b) I
- (c) mine
- (d) myself

Read the dialogues between two friends and answer the question number 16 to 18.

Akhil : Hi, Arati, Where do you work?

Arati : Hi Akhil, I am a reporter with a newspaper. What about you?

Akhil : I am working with Sonar Services as a salesman.

Arati : So like me you too have a field job.

Akhil : Yes, I travel all over the district. What about you?

Arati : I report on sports in the state. So I travel to places in the state where tournaments are held.

16. Arati is a :

- (a) reporter
- (b) salesperson
- (c) correspondent
- (d) editor

17. Which company is Akhil working for?

- (a) Sonar Private Limited
- (b) Sonar Services
- (c) Sonar Technologies
- (d) Sonar Electricals

18. Arati's job demands travel all over the :
- (a) country
 - (b) state
 - (c) district
 - (d) city
19. The word "menu" is related to:
- (a) bank
 - (b) school
 - (c) telephone exchange
 - (d) restaurant
20. Which of the following points should you not keep in mind while facing an interview?
- (a) prepare your answers for the questions that may be asked during the interview
 - (b) face the interview with confidence and positive attitude
 - (c) dress appropriately
 - (d) do not use the right communication skill during the interview
21. _____ offer postal services and saving schemes.
- (a) banks
 - (b) post offices
 - (c) corporate houses
 - (d) all of the above
22. Which of the following expressions is used to denote 1 : 45 pm?
- (a) quarter past two
 - (b) quarter to two
 - (c) half past two
 - (d) none of the above

23. The word "delegate" means :
- (a) assign
 - (b) divest
 - (c) dissociate
 - (d) de allocate
24. The statement "Seat belts can prevent fatalities." is :
- (a) fact
 - (b) opinion
 - (c) belief
 - (d) none of the above
25. Which of the following points does not hold true for paragraph writing?
- (a) presents one's thoughts more logically
 - (b) improves one's vocabulary
 - (c) retards one's imagination
 - (d) improves one's understanding power
26. Which of the following is not a sign of healthy living?
- (a) having healthy food
 - (b) drinking plenty of water
 - (c) inhaling contaminated water
 - (d) exercising regularly
27. Which of the following words is not used to express happiness?
- (a) delight
 - (b) gloomy
 - (c) gladness
 - (d) joyousness

28. For making a _____ complaint you should state in one line, the subject matter of your complaint before you begin the letter.
- (a) oral
 - (b) written
 - (c) verbal
 - (d) none of the above
29. Gaurav is a _____ boy.
- (a) tall
 - (b) beautiful
 - (c) long
 - (d) high
30. 'Singapore' is a :
- (a) common noun
 - (b) proper noun
 - (c) pronoun
 - (d) abstract noun