Maulana Azad National Urdu University
Centre for Distance and Online Education
Certificate Course in Functional English (2024 admission batch)

Semester - 1
Assignment 2 (Units 6 to 10)

Marks - 15

Course 1 - Listening/Speaking

PART A

1. Answer all the questions. Each question carries 1 mark.   **5 marks**

i. *Hi! And Hey!* are examples of _____ greeting.
- a) Formal
- b) Informal
- c) Both formal and informal
- d) Neither formal nor informal

ii. *I'm good* is a response to _____.
- a) Are you bad?
- b) Where do you live?
- c) How are you doing?
- d) What's your name?

iii. _____ Is an example of attracting attention.
- a) Excuse me
- b) Bye
- c) Thank you
- d) Take care

iv. An example of granting permission is_____.
- a) Sure
- b) Of course
- c) Go ahead
- d) All of these

v. We close a speech with_____.
- a) Thank you
- b) Good Morning
- c) May I begin?
- d) None of these

PART - B

Answer the following in brief. Each question carries 5 marks.   **10 marks**

2. What would you say to somebody who:
- a) Has a birthday
- b) Has just passed an examination
- c) Is appearing for a job interview
- d) Is going abroad
- e) Has lost a member of their family

3. Write a short speech on **Indian Marriages.**

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Course 2 - Reading/Vocabulary
PART – A

1. **Answer all the questions. Each question carries 1 mark.**   **5 marks**

i) The words *office, bank* and *airport* refer to_____.
   a)   Means of transport
   b)   Skills
   c)   Places of work
   d)   None of these

ii) The words *actor, theatre,* and *movie* refer to_____.
   a)   Films
   b)   Sport
   c)   Aviation
   d)   All of these

iii) *Input, output,* and *CPU* are words that you would use while discussing_____.
   a)   Pollution
   b)   Computers
   c)   Furniture
   d)   None of these

iv) _____ means to start a computer.
   a)   Boot
   b)   Shoe
   c)   Bit
   d)   byte

v) The full form of *www* is_____.
   a)   World war win
   b)   World wide web
   c)   Win war web
   d)   Web war work

PART - B

Answer the following in brief. Each question carries 5 marks.   **10 marks**

2. Read the given passage and answer the questions that follow:

The Self-Employed Women's Association (SEWA) founded by Ela Bhaat in 1972 has been organizing self-employed, poor women to fight for their rights. SEWA has organized these workers into trade unions to fight for minimum wages and job security.
   a) What does SEWA stand for?
   b) Who founded it?

c) When was it founded?

d) Who organized the workers in to trade unions?

e) Theself-employedpoorwomenareencouragedtofightfortheirrights.TrueorFalse

3. How do you spend your leisure time?

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Marks - 15

Course 3 - Writing/Grammar

PART - A

1. **Answer all the questions. Each question carries 1 mark.**   **5 marks**

i) Choose the word with the wrong past tense form.
    a)   Worked
    b)   Died
    c)   Had
    d)   None of these
ii) The adverb form of the adjective **kind** is_____.
    a)   Kindly
    b)   Kindness
    c)   Kindest
    d)   Kinder
iii) I am suffering _____fever.
    a)   With
    b)   From
    c)   On
    d)   None of these
iv) **Can** and **could** are examples of_____.
    a)   Adjectives
    b)   Prepositions
    c)   Nouns
    d)   Modal verbs
v) **So …. as** are_____conjunctions.
    a)   Correlative
    b)   Subordinating
    c)   Coordinating
    d)   Helping verb

PART - B

Answer the following in brief. Each question carries 5 marks.   **10 marks**

2. Write a paragraph on **My Mother**.
3. Write a letter to your friend on any topic.