

Certificate Programme in Functional English CFE

ASSIGNMENT
(For July 2026 and January 2027 sessions)

Assignments for BEG-004, BEG-005 and BEG-006



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ASSIGNMENT
For
CERTIFICATE PROGRAMME IN FUNCTIONAL ENGLISH

Course Code: CFE/2026-2027

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.
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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 July 2026 Session: 31st March 2026

For January 2027 Session: 30th September 2026

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/2026-27

Max. Marks: 100

1. Read the passage given below and answer the questions that follow.

10

Dr. A.P.J. Abdul Kalam was widely admired for his simple manner, scientific curiosity and determination. Born in Rameswaram, he came from a modest family, yet he developed a strong interest in science and learning. He studied aeronautical engineering and later joined India's space and defence programmes. His work with scientists and engineers contributed to the development of important launch vehicles and missile systems.

Kalam believed that education should encourage young people to dream, ask questions and work patiently towards their goals. He often spoke to students and urged them to combine knowledge with hard work and good values. Even after becoming a prominent scientist and later the President of India, he remained approachable and humble. His life demonstrated that difficult circumstances need not prevent a person from pursuing meaningful ambitions.

Kalam also valued teamwork. He understood that major scientific achievements rarely come from one person alone. They require cooperation, careful planning, repeated experiments and the courage to learn from failure. For this reason, he became an inspiring figure for many young people who wished to contribute to society through education, science and responsible action.

1. Kalam came from a _____ family.

(a) wealthy (b) modest (c) royal (d) influential (e) famous

2. His interest in science developed along with his desire for _____.

(a) travel (b) entertainment (c) learning (d) business (e) politics

3. Kalam believed that education should encourage young people to _____.

(a) avoid questions (b) dream and work towards goals (c) depend on others (d) seek fame (e) reject failure

4. Even after becoming President, Kalam remained _____.

(a) distant (b) proud (c) humble (d) impatient (e) secretive

5. Major scientific achievements require _____.

(a) luck alone (b) cooperation and planning (c) wealth only (d) competition only (e) silence

6. The word 'prominent' in the passage means _____.

(a) well-known (b) ordinary (c) careless (d) doubtful (e) temporary

7. The word 'approachable' most nearly means _____.

- (a) difficult to meet (b) friendly and easy
to speak to (c) strict (d) unknown (e) unwilling

8. Write a word from the passage similar in meaning to 'goals'.

9. Write a synonym of 'curiosity'.

10. Write the opposite of 'failure'.

2. Fill in the blanks with the correct form of the words given in brackets. 10

When I (1) _____ (reach) the railway station, the train (2) _____ (already/leave). I (3) _____ (wait) for another train when I (4) _____ (notice) a notice on the board. It (5) _____ (announce) that a special service (6) _____ (run) that evening. I immediately (7) _____ (buy) a ticket and (8) _____ (move) towards the platform. While I (9) _____ (look) for my coach, a porter (10) _____ (offer) to help me.

3. Write a paragraph on 'A useful invention I would like to see in everyday life'. Give reasons and examples to support your ideas. 10

4. Add the prefixes un-, dis-, ir-, il-, im-, mis- to form suitable words. Do any five. 10
honest, regular, responsible, patient, legal, understand, agree, mature, possible

5. Fill in the blanks with a, an or the. 10

I saw _____ old man waiting outside _____ bank. He was carrying _____ umbrella and _____ small bag. After a few minutes, _____ manager came out and spoke to him. I later learned that he had come to open _____ account. He said he had never visited _____ bank before and needed _____ employee to guide him through _____ process.

6. Fill in the blanks by choosing the correct form of the verb. 10

We _____ (plan) a picnic for Sunday and _____ (invite) several friends. On Sunday morning, it _____ (rain) heavily, so we _____ (decide) to wait. By noon, the weather _____ (improve) and the roads _____ (become) safer. We _____ (leave) home, _____ (drive) carefully and _____ (reach) the park in the afternoon. If we _____ (cancel) the plan immediately, we _____ (miss) a pleasant day.

7. Write an essay in about 250 words on any ONE of the following. 15

The value of time in our lives
A place I would like to visit
Small actions can create big changes

8. Imagine yourself as a receptionist in a company. Frame questions using What, Why, How, Where, When, Who, etc. to obtain the following information from a visitor. 15

Name and purpose of visit
Organisation/company
Person he/she wants to meet
Appointment details
Contact information

Time available and further requirements

9. Write a dialogue in about 150 words (about 10 turns).

10

You are a resident who is concerned about increasing traffic and noise in your neighbourhood. Write a dialogue between you and a neighbour discussing the problem and possible solutions.