

Certificate Programme in Functional English CFE

ASSIGNMENT
(For July 2026 and January 2027 sessions)

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



School of Humanities
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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-005: ENGLISH IN EDUCATION)

Course Code: CFE/TMA/2026-27
Max. Marks: 100

1. Read the passage given below and answer the questions that follow. 20

A school library is more than a room filled with books. It can become a place where students learn to explore ideas independently. A good library provides storybooks, reference materials, newspapers, magazines and digital resources. It also gives learners a quiet environment in which they can read, think and complete projects.

Libraries can play an important role in developing language skills. When students read regularly, they encounter new words, different sentence patterns and a variety of writing styles. They also learn to distinguish between facts and opinions. A librarian can guide students towards reliable sources and teach them how to locate information efficiently.

However, a library is useful only when students are encouraged to use it. Schools can organise reading clubs, book discussions, exhibitions and short presentations. Such activities can make reading a social experience rather than a compulsory task. In this way, the library can support both academic learning and the development of confidence, curiosity and independent thinking.

- (a) The main purpose of the passage is to explain the importance of a school _____. 5
(i) playground (ii) library (iii) laboratory (iv) office
- (b) Regular reading helps students develop _____.
(i) only handwriting (ii) language skills (iii) physical strength (iv) musical ability
- (c) A librarian can help students find _____.
(i) reliable sources (ii) sports teams (iii) transport (iv) jobs
- (d) Reading clubs and book discussions can make reading _____.
(i) expensive (ii) social (iii) difficult (iv) unnecessary
- (e) The word 'efficiently' means _____.
(i) slowly (ii) effectively (iii) carelessly (iv) noisily

2. Give an appropriate title to the passage. 1
3. Give synonyms of 'independently' and 'reliable'. 2
4. Give the opposites of 'quiet' and 'confidence'. 2
5. Make meaningful sentences using the following words from the passage: 10
explore, reference, resources, encounter, distinguish, reliable, exhibitions, curiosity, compulsory, independent.

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

After (1) _____ (complete) his school project, Ravi (2) _____ (decide) to visit the museum. He (3) _____ (invite) two classmates, who (4) _____ (agree) to accompany him. While they (5) _____ (walk) through the history section, they (6) _____ (notice) an old map that (7) _____ (display) in a glass case. The guide (8) _____ (explain) its significance and (9) _____ (answer) several questions. The students returned home (10) _____ (feel) that the visit had been very useful.

3. Letter Writing (150 words). 10

You have enrolled in an online course, but the study material and login details have not been provided on time. Write a letter to the course coordinator explaining the problem and requesting an early solution.

4. Description (150 words). 10

Write a newspaper-style article describing 'Your Ideal College Campus'. Include facilities, teaching methods, technology, discipline, activities, accessibility and the learning environment.

5. Essay Writing (250 words). 15

Write an essay on: 'Education should develop skills as well as knowledge.'

6. Pick out the sentences where the subject does not agree with the verb and correct them. 10

- a) The students studies together after class.
- b) My brother and sister enjoys reading.
- c) Neither of the answers are correct.
- d) Every teacher have a different teaching style.
- e) The books on the table belongs to the library.
- f) Mathematics are difficult for some learners.
- g) The group of students is waiting outside.
- h) Each of the players has received a certificate.
- i) The news about the examination were surprising.
- j) Both of my friends prefers online classes.

7. Fill in the blanks with appropriate modals. You may use a modal more than once. 10
can, could, may, might, will, would, should, must, need not, shall

- (i) You _____ submit the form before the deadline.
- (ii) _____ you please explain this question again?
- (iii) Students _____ use the library after class hours.
- (iv) It _____ rain later, so carry an umbrella.
- (v) We _____ respect the rules of the institution.

- (vi) _____ I borrow your notes for one day?
(vii) You _____ worry about the result before it is announced.
(viii) _____ we begin the meeting now?
(ix) She _____ solve difficult problems when she was younger.
(x) _____ you like to join the reading club?

8. Write a composition of about 150 words on any ONE of the following.

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The role of teachers in shaping society

Online learning: advantages and challenges

Why reading habits should be encouraged among students