

**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:            31<sup>st</sup> March 2026**

**For January 2027 Session:    30<sup>th</sup> 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-006: JOINING THE WORK FORCE)**

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

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

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The transition from college to the workplace can be exciting but demanding. A new employee has to learn not only the duties of a job but also the habits and expectations of a professional organisation. Punctuality, clear communication, teamwork and a willingness to learn are often as important as technical knowledge.

Many organisations provide orientation programmes for new employees. During orientation, workers may learn about company policies, safety procedures, reporting structures and workplace responsibilities. They may also meet colleagues from different departments. Such programmes help employees understand how their individual work contributes to the larger goals of the organisation.

A successful employee also needs to respond positively to feedback. Mistakes can happen, especially when a person is learning a new task. Instead of hiding an error, a responsible employee should report it, understand what went wrong and take steps to prevent it from happening again. This attitude helps build trust.

Professional growth does not stop after getting a job. Employees can improve their skills through training, reading, mentoring and practical experience. Those who remain curious and adaptable are often better prepared to handle changes in technology and workplace practices.

- (a) A new employee needs to learn workplace \_\_\_\_\_ as well as job duties. 5  
(i) holidays (ii) habits and expectations (iii) hobbies (iv) entertainment  
(b) Orientation programmes may explain company policies and \_\_\_\_\_.  
(i) travel plans (ii) safety procedures (iii) family history (iv) sports rules  
(c) A responsible employee should \_\_\_\_\_ a mistake.  
(i) hide (ii) report and learn from (iii) blame others for (iv) ignore  
(d) Professional growth can be supported by \_\_\_\_\_.  
(i) training and mentoring (ii) avoiding colleagues (iii) refusing feedback (iv) working without learning  
(e) The word 'adaptable' means \_\_\_\_\_.  
(i) able to adjust to change (ii) unwilling to change (iii) careless (iv) silent
- 1(b) Give an appropriate title to the passage. 1  
1(c) Give synonyms of 'demanding' and 'responsible'. 2  
1(d) Give the opposites of 'individual' and 'curious'. 2  
1(e) Find words/phrases from the passage that have meanings similar to: 10  
1) on time 2) duties 3) structure of reporting 4) mistakes 5) trust 6) improve 7) instruction  
8) flexible 9) practical knowledge 10) change

2. Letter Writing (150 words). 15

Write a letter to the HR Manager of a company asking for information about an internship programme. Mention your educational background, area of interest, preferred duration, training opportunities, working hours and application procedure.

3. Job Application and CV. 10

Read the following advertisement and apply for the post:

**WANTED: CUSTOMER SUPPORT EXECUTIVE**

A growing service company requires a graduate with good communication skills, basic computer knowledge and a willingness to work in a team. Previous experience is desirable but not essential. Apply to the HR Manager, Sunrise Services, Jaipur, within ten days. Send a brief CV along with the application.

Write a formal application and attach a suitable CV.

4. Report Writing. 20

Imagine you are the employee representative in an organisation where several new employees are facing difficulties adjusting to workplace practices. Write a detailed report for the management.

Include:

Major difficulties faced by new employees

Possible reasons for these difficulties

Suggestions for orientation/training

A system for receiving and resolving employee grievances

Steps to improve communication and teamwork

5. Group Discussion 10

You are participating in a group discussion on ‘Skills that employers value in fresh graduates’.

Write the discussion, covering:

Communication skills

Teamwork

Problem-solving

Time management

Adaptability and willingness to learn

6. Rewrite these passive sentences in the active form. 10

1. The manager is reviewing the applications.
2. The report was prepared by the new employees.
3. The HR department has organised a training session.
4. The candidates were interviewed by the panel.
5. The company will announce the results tomorrow.
6. The safety rules are being explained by the supervisor.
7. The employees have completed the survey.
8. The office notice was circulated by the receptionist.
9. A new software system is being introduced by the company.
10. The team will finish the project next week.

Q7. Write short notes on any ONE of the following.

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Importance of punctuality at the workplace  
Teamwork and professional success