

CFE

Certificate Programme in Functional English CFE

ASSIGNMENT
(For July 2025 and July 2026 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

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.

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 Session: 31st March

For January Session: 30th September

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
Max. Marks:100**

All questions are compulsory.

Q1. Read the passage given below and answer the questions that follow:

The Great Barrier Reef, located off the coast of Australia, is the largest coral reef system in the world. It stretches over 2,300 kilometres and is home to thousands of marine species. The reef is an essential part of the ocean ecosystem and supports a wide variety of fish, corals, and other sea creatures. It also protects coastlines from storms and erosion.

The reef is known for its incredible biodiversity. It is estimated that it contains more than 1,500 species of fish and hundreds of types of coral. Many of these species are unique and cannot be found anywhere else. The reef attracts millions of tourists every year and contributes significantly to the economy.

However, the Great Barrier Reef is under serious threat due to climate change, pollution, and overfishing. Rising sea temperatures are causing coral bleaching, which damages the reef. Conservation efforts are necessary to preserve this valuable natural resource for future generations.

Questions:

2×5 = 10

- (A) The Great Barrier Reef is often known as
(i) the largest desert (ii) the largest coral reef system (iii) the deepest ocean (iv) the longest river
(b) The reef stretches over
(i) 1,000 kilometres (ii) 1,500 kilometres (iii) 2,300 kilometres (iv) 3,000 kilometres
(c) The reef is home to
(i) only fish (ii) only plants (iii) various marine species (iv) only corals
(d) The reef is threatened by
(i) only pollution (ii) only fishing (iii) climate change, pollution, and overfishing (iv) none of these
(e) The word in the passage which means the same as 'unique' is
(i) common (ii) incredible (iii) rare (iv) various
- b) Give an appropriate title to the passage. 1
c) What are the synonyms of 'essential' and 'biodiversity'? 2
d) What is the opposite word of 'valuable' and 'serious'? 2
e) Find the words/phrases/expressions in the passage that have similar meanings to those given below: 10

1. Important
2. Many
3. Saving
4. Harm
5. Natural system
6. Variety
7. Special

8. Protect
9. Living place
10. Contamination

Q2. Read the following advertisement announcing a vacant post in a company: 10

A reputed school is looking for a qualified and enthusiastic English teacher with at least two years of teaching experience and good communication skills. The candidate should be creative and able to handle students effectively. Apply within ten days to the Principal, Sunrise Public School, Delhi. Attach your resume and relevant documents.

Write an application for the post giving your CV.

Q3. Write Short notes on one of the following 10

- a) Importance of leadership
- b) Discipline in life

Q4. Group Discussion 10

You are a part of a group discussion on “Role of Technology in Education”. Write out the discussion using the following points:

- Reasons for discussion
- Conservation strategies
- Role of community and government

Q5. Report Writing 20

Imagine you are the class representative of your class. Your college has been facing a growing problem of absenteeism among students. You have been asked by the management to write a detailed report on this issue.

Include in your report the following points:

- Reasons for absenteeism
- Effects of absenteeism on students and academic performance
- Ways and measures to reduce absenteeism
- Suggestions for improving attendance and student engagement

Q6. Letter Writing 15

Write a letter to the Manager of Comfort Stay Hotels, Jaipur, seeking information regarding room availability and facilities. You are Ms. Ananya/Mr. Rohit from Bangalore, Karnataka, planning to visit Jaipur with your family for five days during the winter holidays.

In your letter, inquire about:

- Types of rooms available
- Tariff and discounts (if any)
- Facilities provided (meals, transport, Wi-Fi, etc.)
- Booking procedure and cancellation policy

Q7. Rewrite these passive sentences in the active form.

10

1. The work is being done by her.
2. The letter was written by him.
3. The car is being repaired by the mechanic.
4. The meal was prepared by the chef.
5. The song was sung by her.
6. The work has been completed by them.
7. The match was won by the team.
8. The homework is being checked by the teacher.
9. The room was cleaned by the staff.
10. The project has been submitted by the student.