

FUNCTIONAL AND COMMUNICATIVE ENGLISH

PRE TRAINING ASSESSMENT QUESTIONNAIRE

PLEASE TICK/CIRCLE THE OPTION THAT IS MOST APPLICABLE

1 = BELOW AVERAGE 2 = AVERAGE 3 = GOOD 4 = VERY GOOD 5 = OUTSTANDING

(A) LISTENING/SPEAKING

S.No	Statement	1	2	3	4	5
1	I can advise on or talk about complex or sensitive issues, understanding colloquial references and deal confidently with hostile questions.					
2	I can contribute effectively to meeting and seminars within own area of work or keep up a casual conversation with a good degree of fluency, coping with abstract expression.					
3	I can follow or give a talk on a familiar topic or keep up a conversation on a fairly wide range of topics.					
4	I can express opinions on abstract/cultural matters in a limited way or offer advice within a known area, and understand instructions or public announcements.					
5	I can express simple opinions or requirements in a familiar context.					
6	I can understand basic instructions or take part in a basic factual conversation on a predictable topic.					

(B) READING

S.No	Statement	1	2	3	4	5
7	I can understand documents, correspondence and reports, including the finer points of complex texts.					
8	I can read quickly enough to cope with an academic course, to read the media for information or to understand non-standard correspondence.					
9	I can scan texts for relevant information, and understand detailed instructions or advice.					
10	I can understand routine information and articles, and the general meaning of non-routine information within a familiar area.					
11	I can understand straightforward information within a known area, such as on products and signs and simple textbooks or reports on familiar matters.					
12	I can understand basic notices, instructions or information.					

(C) WRITING

S.No	Statement	1	2	3	4	5

13	I can write letters on any subject and full notes of meetings or seminars with good expression and accuracy.					
14	I can prepare/draft professional correspondence, take reasonably accurate notes in meetings or write an essay which shows an ability to communicate.					
15	I can make notes while someone is talking or write a letter including non-standing requests.					
16	I can write letters or make notes on familiar or predictable matters.					
17	I can complete forms and write simple letters or postcards related to personal information.					
18	I can complete basic forms, and write notes including times, dates and places.					

TEST OF PROFICIENCY IN ENGLISH LANGUAGE

Following is a shortened version of four test components to evaluate your competency in English.

I. Structure – Multiple-choice questions (20 minutes)

III. Gap-Filling – Words omitted (20 minutes)

II. Vocabulary – Multiple-choice questions (20 minutes)

IV. Error Correction - 50 errors (20 minutes)

PART I - STRUCTURE

Write the correct option from the options given, which would complete the sentence meaningfully.

S. No	Sentence	Options	Your Answer
1	_____ about the Organisation?	A. Asked any questions anyone B. Were any questions asked C. Any questions be asked	

2	We walked _____ the entrance of the library.	A. as far as B. until C. till to	
3	What time _____ yesterday?	A. you arrived B. arrived you C. did you arrive	
4	_____ his carelessness our work was ruined.	A. Result of B. Since C. Because of	
5	It is time _____ to the meeting.	A. go B. for go C. to go	
6	Mr. Sharma _____ there because of the interesting work.	A. is enjoying B. enjoys C. enjoys it	
7	Do you understand _____ ?	A. what he means B. what he is meaning C. what means he	
8	My _____ is from 12.30 to 1.30.	A. hour lunch B. lunch hour C. lunch's hour	
9	"Which of your two colleagues is here? " " _____ "	A. Neither of them is B. None of them is C. No-one is	
10	He solved the problem _____ two minutes.	A. at B. in C. with	

PART II – VOCABULARY

Fill in the appropriate word in the sentence from the options given, to make a meaningful sentence.

S. No	Sentence	Options	Your Answer
1	This report _____ part of a study on the fishing industry.	A. shares B. owns C. intends D. forms	
2	We _____ neither water nor food, but we do need medical supplies.	A. lack B. spill C. risk D. treat	
3	It usually takes more than just a few weeks to really _____ down in a new job.	A. arrange B. contain C. settle D. follow	

4	We have so little money that we cannot even _____ to employ a typist.	A. afford B. provide C. permit D. depend	
5	His _____ to the problem is that of an administrator.	A. design B. review C. approach D. detail	
6	_____ destroys almost as much wheat as rats.	A. Frost B. Wet C. Freeze D. Hot	
7	Even when wheat or rice is _____ well, rats find ways of reaching it.	A. drawn B. stored C. heaped D. mended	
8	Until about 1960 its growth was fairly _____, but then it began to grow by large jumps.	A. straight B. equal C. steady D. firm	
9	His interest in the work _____ from his desire always to learn.	A. leads B. extends C. springs D. produces	
10	They cannot _____ the food to feed any more mouths.	A. Apply B. shape C. arrange D. stretch	

PART III - GAP-FILLING

Example

Fill each gap in the following passage with ONE word:

It rained heavily last winter and (1) _____ little streams near our house burst (2) _____ banks and the fields all round were soon full of (3) _____. Luckily, the water did not reach any of the houses (4) _____ our village, (5) _____ it carried away our beautiful wooden bridge. We are building a new (6) _____ now, but it will never be the same.

SOLUTION

It rained heavily last winter and (1) **some** little streams near our house burst (2) **their** banks and the fields all round were soon full of (3) **water**. Luckily, the water did not reach any of the houses (4) **in** our village, (5) **but** it carried away our beautiful wooden bridge. We are building a new (6) **one** now, but it will never be the same.

Now, fill in the gaps with meaningful words, commas, apostrophes, fullstops etc which you think are appropriate to complete the paragraph.

When we moved to that small market town in the north of the country, we had (1) _____ to live. Thus, our first priority was to look (2) _____ some kind of dwelling. The ideal situation (3) _____ have been a nice three-bedroom house with a garden but it was not quite as simple and straightforward (4) _____ that! Having booked into a small (5) _____ for the first night, we set out to find a reputable estate agency. Friends (6) _____ already recommended the name of one (7) _____ us, and so we decided to try there first. We made our (8) _____ to the address and the caretaker showed us up to the first (9) _____. Nailed on the door in front of (10) _____ was a shining brass nameplate. Someone had obviously (11) _____ a long time polishing it! We (12) _____ the bell and a young lady asked us (13) _____. We explained what we (14) _____ and she showed us numerous photographs of properties on the (15) _____. It (16) _____ us some time to choose with a (18) _____ that was within our range, but we eventually made up our (19) _____. The following day we viewed the property and (20) _____ in love with it at once! However, we thought we (21) _____ later (22) _____. We examined the wooden roof structure, making sure there was (23) _____ dry rot in the beams, we checked the wiring and the drainage system, and only when we were sure that the house was sound (24) _____ we finalise things and (25) _____ the contract.

PART IV – ERROR CORRECTION

Example

Mr. Smith are the chairmen of the council’s annual ‘s general meating which he is assisting, all years. These year he had lost his train so late he is?

CORRECTION:

Mr. Smith is the Chairman of the Annual General meeting which he attends every year. This year he has missed his train so he is late.

Similarly, **correct the following passage.** Add appropriate words, letters, full stops, commas, apostrophes etc and make changes (words, spellings, grammar) which you think are required to complete it meaningfully.

OFFICE MEMORANDUM

To : The Bank Manager
 From : Messrs , Yadav, Ganesan, Sharma And Modi
 Subject : Office Conditions

We have decided to put on writing the poins we have made in our conversation with you yesterday, As you know, we are dissatisfied of our office. We are working in it since we moved from the eight floor in early last june.

Our mane grievance is that the area is to small for five people to work in it: Apart the fact that it is unhealthy for so much people to be infine to such a space, it is highly disturbing to have the telephone ringing and people to come in and out whole day when one is trying to concentrate oneself.

Secondly something must be made about the ventilations’s faaults. The hot air who comes into the room from the central heat system is almost entirely eliminating by drafts came from the window. A frame is extremely

badly fitting. As a result of these, all we suffer from a abnormal high number of colds along the winter season.

Other point that is worrying us is fact that the sound-proofing into the room is quite bad. As the typing-pool are situated the next door to our office, the noise is at that time deafened. In the odd coments that we get a few peace, and quite in our office we can't work satiffactorily because the noise of the typewriters coming across the wall.

You sayed in our meeting yesterday that actions would definitely have been taken for alleviating our problems. We hope you will do everything in your capability to help us to work better. We look forward to receive a favouring reply from you.

Make your corrections and write your error free letter in this box:

OFFICE MEMORANDUM

