

BEGAE-182

ASSIGNMENT

(For July, 2024 and January, 2025 Sessions)

BEGAE 182: English Communication Skills



**School of Humanities
Indira Gandhi National Open University
Maidan Garhi, New Delhi – 110 068**

BEGAE - 182
English Communication Skills (BEGAE - 182)

Course Code: **BEGAE-182/2024-25**

Dear Student

You are required to do one assignment for the Course titled English Communication Skills Code BEGAE-182, which will be a Tutor Marked Assignment (TMA) and will carry 100 marks. It will be based on blocks 1 to 4.

Aims: This assignment is concerned mainly with assessing your application and your understanding of the course material. You are not to reproduce chunks of information from the course material but to use the skills of critical appreciation that you may have acquired during the course of study. This assignment aims to teach as well as to assess your performance.

Instructions: Before attempting the questions please read the following instructions carefully.

As in day-to-day life, planning is important in attempting the assignment as well. Read the assignment carefully; go through the units on which the questions are based; jot down some points regarding each question and then re-arrange them in a logical order. In the essay-type answer, pay attention to your introduction and conclusion. The introduction must tell you how to interpret the given topic and how you propose to develop it. The conclusion must summarize your views on the topic. Once you are satisfied with your answers, you can write down the final version for submission, writing each answer neatly and underlining the points you wish to emphasize. **You should submit the assignment in your own handwriting.**

Make sure that your answer:

- a) is logical
- b) is written in simple and correct English
- c) does not exceed the number of words indicated in your questions
- d) is written neatly and clearly.

Please remember that it is compulsory to submit your assignment before you can take the Term End Examination. Also remember to keep a copy of your assignment with you and to take a receipt from your Study Centre when you submit the assignment.

1. Write your Enrolment Number, Name, Full Address and Date on the top right corner of the first page of your response sheet(s).
2. Write the Course Title, Assignment Number and the Name of the Study Centre you are attached to in the centre of the first page of your response sheet(s).

The top of the first page of your response sheet should look like this:

ENROLMENT NO:
NAME:
ADDRESS:
.....

COURSE TITLE:
ASSIGNMENT NO:
STUDY CENTRE: DATE:.....

4. Use only foolscap size paper for your response and tag all the pages carefully.
5. Write the relevant question number with each answer.

Last Date for Submission of Assignment:

For July 2024 Session: 31st March 2025
For January 2025 Session: 30th September 2025

Good Luck!

BEGAE-182: English Communication Skills
Assignment July, 2024 & January, 2025 Sessions
(Based on Blocks 1 - 4)

Prog. BAEGH/2024/2025
Course Code: BEAGE - 182
Max. Marks: 100

Note: Question No. 1 is compulsory. Answer any four questions from section B.
Answer any two questions from section C

Section A

1. Write short notes on any four of the following. 20
- a) Homophones
 - b) Stress and Intonation
 - c) Style
 - d) Silence and its Role in Communication.
 - e) Macro functions of communication

OR

- 2 a) Substitute the word nice in the following paragraph. Change sentence construction, if necessary.

It was a nice morning.

We went out for a nice picnic to a nice park near our house.

The food was nice and we played nice games.

We enjoyed the nice outing. 10

- 2 b) What are the different meanings of the word light? Use the word in sentences to bring out the different meanings. 10

Section B

3. Discuss the difference between conversation and other speech events. Give examples. 10
4. Which mode of communication would you adopt in the following situations? 10
- a) The message is urgent.
 - b) The message is important and lengthy.
 - c) The message sent should be available in the records.
 - d) You have to consult your boss, who is out of town, urgently and make a quick decision.
5. Given below are some phrases. How will you make them sound less impersonal? 10
- a) The customers will appreciate the fact that the company is giving a 10% discount on computers this month.
 - b) Further to your recent communication, please find enclosed the requested quotation.
 - c) If the customers have any further questions they should contact the company at 9886745612.
 - d) It was discovered that the salary totals were incorrect.
 - e) The list of the names and the number of people attending the course has not been finalized.
6. a) Rewrite these wordy phrases in simpler English. 10
- 1) In the course of ...
 - 2) During such time that ...

- 3) In spite of the fact that ...
- 4) Anything over and above this ...
- 5) For a period of 14 days ...
- 6) Up to a maximum of four people ...
- 7) It would be appreciated if you would...
- 8) I am writing with reference to....
- 9) At this moment in time ...
- 10) In accordance with your request ...

7. Try to write the following sentences in simpler English: (Any 5) 10

- a. The duty of a clerk is to check all incoming mail and to record it.
- b. The current focus of the medical profession is disease prevention.
- c. A shortage of tellers at our branch office on Friday and Saturday during rush hours has caused.
- d. Customers to become dissatisfied with the service.
- e. She has the ability to influence the outcome.
- f. It is necessary that we take a stand on this pressing issue.

SECTION- C

Answer any 2 questions from this section.

8. Here is a beginning for a paragraph (of definition). Complete the paragraph by explaining both the positive and negative sides of liberty as you perceive it. 15

In the dictionary, liberty is defined as freedom from external restraints or compulsion. The definition is not incorrect but is too narrow, because liberty means freedom from having to do something, as well as freedom to do something. In this sense, liberty may be said to possess two sides – a positive and a negative.

9. You have been asked by a Tourist/Travel Magazine to introduce your City/ Town/Village to foreign visitors. Write a physical description, including the location, layout, geographical and architectural features. Some reference to history may be appropriate. Your description must make your area sound interesting and attractive as a tourist destination. Write in 200 words. 15

10. In what sense is reading called “a psycholinguistic guessing game”? Explain. How is one ‘selective’ in reading? What are the four levels of comprehension? Mention any two interpretive abilities with examples. 15