

BEGLA 136

**B.A. GENERAL
(BAG)**

ASSIGNMENT

(For July 2022 and January 2023 Sessions)

SECOND SEMESTER

**English at the Workplace
(BEGLA 136)**



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

ASSIGNMENT

ENGLISH AT THE WORKPLACE

(BEGLA 136)

Programme: BAG/2022/ 2023)
Course Code: BEGLA136

Dear Student,

You are required to do **one** assignment for the course 'English at the Workplace'. It is a Tutor Marked Assignment (TMA) and carries 100 marks. It covers four blocks of the course.

Aims: The TMA is primarily concerned with assessing your proficiency in English. You should not reproduce chunks of information from the passage(s) but effectively use the skills of reading and writing that you may have acquired during the course of study to compose your answers. These assignments aim to teach as well as to assess your performance.

Guidelines: You will be required to answer the questions on reading comprehension, vocabulary, grammar and composition.

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 answers, 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. **You should write 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.

Last Date for Submission of Assignment:

For June Examination:	30th April
For December Examination:	31st October

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.*

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Programme: BAG/2022-2023
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Max. Marks: 100

Answer all the given questions.

SECTION A

1. Read the following passage and answer the questions below in complete sentences:

Although economic roles between men and women have become more similar over time, sex differences are still prevalent and tensions still exist in the workplace.

Organizations across countries are increasingly implementing nondiscriminatory hiring practices where women are given opportunities equal to men. We do find that there are certain types of jobs such as those of police officers, fire fighters, truck drivers, etc., which are generally preferred by men, and there are other occupations like nursing, teaching, etc., which are preferred by women. These are personal preferences which may be dictated by nature or the way boys and girls are nurtured. However, it is the duty of organizations to give equal opportunities to people of both sexes, based only on a person's credentials.

Although the number of women in all types of work fields has been steadily rising, there is still a gap between women and men regarding compensation for producing similar work in many fields. Also since women are the primary care givers at home, the entire workforce needs to be sensitized to certain needs that may arise from time to time as a result of the dual role they are necessitated to play throughout life. Additionally, their vulnerability where personal security is concerned needs to be understood and taken care of.

1. What is your opinion about the kind of challenges women face at the workplace? 4
 2. How do you think their organizations can help them in overcoming these challenges? 4
 3. Give a suitable title to the passage. 2
2. Use the following words in sentences of your own: 2x5=10
1. Prevalent
 2. Discriminatory
 3. Credentials

4. Vulnerability
 5. Compensation
3. Rewrite the following sentences as directed: 1x5=5
1. Sometimes in the _____ (consultant, competitive) world today jobs are not advertised . (Use the correct word from those given in the brackets)
 2. A person who is always on time. (Give an appropriate adjective)
 3. The skill of _____ (read) and _____ (write) in English is essential for an office boy’s job here. (Complete the sentence using gerunds)
 4. The _____ (type) letters are ready for dispatch (Complete the sentence using an appropriate participle)
4. Write short notes of about 150 words each on the following topics: 5x5=25
1. Body Language during an Interview
 2. Organizing a Portfolio
 3. Etiquette
 4. Gender Perceptions
 5. Cultural Awareness in a Multicultural Workplace.

SECTION B

1. You are interested in applying for the position of relationship manager in a finance company. Write an application for this position, showing how you are suitable for this job. 15
2. Prepare a short CV (Curriculum Vitae) clearly mentioning your career history, skills, achievements and other relevant details. 15

SECTION C

1. Write an outline of a presentation on the following topic:
“The Biggest Threat to the Environment of the Place you Live in” 10
2. You are planning to appear for an interview for the position of a Project Head in a reputed institution. Write out ten questions you expect to be asked and your responses/answers to these questions. 10