

ASSIGNMENT

(For July, 2023 and January, 2024 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-182/2023-24

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 June Examination: 31st March

For December Examination: 30th September

Good Luck!

BEGAE-182: English Communication Skills
Assignment July, 2023 & January, 2024 Sessions
(Based on Blocks 1 - 4)

Max. Marks: 100

Answer all questions.

1. What do you understand by the term 'non-verbal communication'? What are its advantages? 10
2. Write a short note on Macro functions of communication. 10
3. How do you differentiate between Group Discussions at Interviews and Group Discussions in General? 10
4. What are "homonyms" and "homophones"? Explain with suitable examples. 10
5. What are some of the meeting etiquettes which one must follow while attending a meeting? Also suggest ways to end a meeting. 10
6. A construction company is planning to cut down several trees in your locality to build new flats. As the President of your Residential Association write a formal letter to the editor of your local newspaper highlighting this issue. 10
7. You are attending an international Conference in your city. You have just met a participant from the U.S.A. Write a dialogue in 10 turns where both of you get introduced to each other and discuss your expectations from the conference. 10
8. Write an essay on Barriers to communication. 10
9. A group of five students have been given the topic "Environment Pollution and ways to curb it" for group discussion. Attempt a group discussion for a set of three students. 10
10. You have been invited to speak in a webinar for high school students on the topic: "Contribution of Youth in Nation building"
Write your speech in around 300 words. 10