

**BEGE-103**

**BACHELOR'S DEGREE PROGRAMME  
(BDP)**

**ASSIGNMENT**

**(For July, 2023 and January, 2024 Sessions)**

*Elective Course in English*  
**Communication Skills in English**



**School of Humanities  
Indira Gandhi National Open University  
Maidan Garhi, New Delhi-110068**

**Elective Course in English  
Communication Skills in English  
(BEGE–103)**

**Programme: BDP  
Course Code: BEGE-103/2023-24**

Dear Student

You will have one assignment for the Elective Course in English, BEGE-103, which will be a Tutor Marked Assignment (TMA) and will carry 100 marks. It will be based on blocks 1 to 7.

**Aims:** This assignment is concerned mainly with assessing your application and your understanding of the course material. You are not required 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.

1. Read the detailed instructions about the assignments given in the Programme Guide for Elective Courses.
2. Write your Enrolment Number, Name, Full Address and Date on the top right corner of the first page of your response sheet(s).
3. 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:

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ENROLMENT NO: .....

NAME: .....

ADDRESS: .....

.....

COURSE TITLE: ..... ASSIGNMENT NO: .....

STUDY CENTRE: ..... DATE: .....

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

6. You should write in your own handwriting.
7. **Submission:** The completed assignment should be sent to the Coordinator of the Study Centre allotted to you by **31<sup>st</sup> March** (For July Session) and **30<sup>th</sup> September** (For January Session).
8. Please read the instructions given in your Programme Guide.

Now read the following guidelines carefully before answering questions.

## **GUIDELINES FOR TMAs**

You will find it useful to keep the following points in mind:

1. **Planning:** Read the questions carefully. Go through the units on which they are based. Make some points regarding each question and then rearrange these in a logical order. And please write the answers in your own words. Do not reproduce passages from the units.
2. **Organisation:** Be a little more selective and analytic before drawing up a rough outline of your answer. In an essay-type question, give adequate attention to your introduction and conclusion. The introduction must offer your brief interpretation of the question and how you propose to develop it. The conclusion must summarise your response to the question. In the course of your answer, you may like to make references to other texts or critics as this will add some depth to your analysis.

**Make sure that your answer:**

- (a) is logical and coherent;
  - (b) has clear connections between sentences and paragraphs;
  - (c) is written correctly giving adequate consideration to your expression, style and presentation;
  - (d) does not exceed the number of words indicated in your question.
3. **Presentation:** 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 may be aware that **you need to submit your assignments before you can appear for the Term End Exams. Please remember to keep a copy of your completed assignment, just in case the one you submitted is lost in transit.**

**Good luck with your work!**

**BEGE-103**  
**Communication Skills in English**  
**Assignment 2023-2024**  
**(Based on Blocks 1-7)**

**Course Code: BEGE-103/2023-2024**  
**Max. Marks: 100**

**Attempt all questions.**

1. Discuss various components of soft skills. (10)
2. Write short notes on the following. (10)
  - a. Dialect, accent, and style.
  - b. Code mixing and code switching
3. Write short notes on (any 02). (10)
  - a. Accent naturalisation
  - b. Emotional Intelligence
  - c. Communication Explosion
- 4a. Prepare your own C.V. in about 250 words outlining your expertise in the field you wish to work. (10)
- 4b. Imagine that you are Raman Kumar and want to apply for a job at A. N. Pvt. Ltd. Draft a covering letter giving information from your won C.V. (10)
5. You come across an advertisement for cotton T. Shirts. You want to buy one for your brother who loves animals especially reptiles. Write an email to find out. (10)
  - a. The sizes and the colours of the available T-shirts.
  - b. The price of the T-shirts.
  - c. And the mode of payment.
6. What is 'neutral accent' in English? How can you acquire it? (10)
7. Write an essay on role of body language and silence in communication. (10)
8. Prepare a sample of simple dinner talk among colleagues, who are relaxed and are enjoying. (5 turns each) (10)
9. Imagine that you are an interviewer. You need to select a driver for you company's vehicle. The driver's duties include pick and drop important visitors to and from the airport, and drive important visitors for shopping or sightseeing. (10)

Make a list of ten questions that you can ask candidates at this interview.