

BEGG 173

**BA (General) Programme
BAG**

ASSIGNMENT

(For July 2021 and January 2022 Sessions)

Fifth Semester (BAG)

ACADEMIC WRITING AND COMPOSITION

BEGG 173



School of Humanities
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BEGG 173
ACADEMIC WRITING AND COMPOSITION

Programme: BAG/2021-22
Course Code: BEGG-173

Dear Student,

You are required to do **one** assignment for the course ‘Academic Writing and Composition’ (BEGG 173). It is a Tutor Marked Assignment (TMA) and carries 100 marks. It covers four blocks of the course.

Guidelines:

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. **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.

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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Max. Marks: 100

Answer all questions in this assignment.

SECTION A

I Write short notes of about 100 words each on the following: **5x5=25**

1. What is the function of a 'body paragraph' in an academic essay? Explain with examples.
2. What aspects should be considered while writing the review of a book?
3. Write a short note on the structure of a business proposal.
4. What is meant by 'persuasive writing'? Give any two examples.
5. Is 'editing' the same as 'revising'? Why is it important to edit our writing?

Section B

II. Write short essays of about 200 words each on the following **2x10=20**

1. Explain with examples, how academic writing is different from non-academic writing? What are the functions of academic writing?
2. What is 'copyright law'? Why is it important to avoid plagiarism in academic writing?

II. Answer the following in about 250 words. **15**

1. What are the foundational elements for critical thinking? How can they be applied to develop good writing skills? Illustrate your answer with suitable examples.

Section C

III. The head of your institution has conducted a meeting to discuss the training needs of various groups of employees. Write a brief report of the meeting. **10**

- IV.** Write a well structured composition on the topic “Conserving India’s Forests: Problems and Challenges”.

(Your essay should have a clear introductory paragraph, body paragraph and concluding paragraph. You can take hints from Unit 7 to write this answer)

15

- V.** “Excessive usage of digital media can harm the intellectual development of young children.”

Write an argumentative essay on the basis of this statement. (You can take hints from Unit 3 section 3.7 and from Unit 11 to write the answer).

15