

## **ASSIGNMENT**

**(For July, 2022 and January, 2023 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-182/2022-23

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:

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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.

**Last Date for Submission of Assignment:**

**For June Examination:                    31<sup>st</sup> March**  
**For December Examination:            30<sup>th</sup> September**

**Good Luck!**

**BEGAE-182: English Communication Skills**  
**Assignment July, 2022 & January, 2023 Sessions**  
**(Based on Blocks 1 - 4)**

**Max. Marks: 100**

**Answer all questions.**

**Section A**

1. Write short notes on any four (150 words): (4 x 5 = 20)
- a) Verbal Communication
  - b) Essentials of a Good Group Discussion
  - c) Characteristics of a Good Communication
  - d) Homonyms and Homophones (with suitable examples)
  - e) Preferred techniques of Reading for understanding a text.

**Section B**

1. An International Conference is being organized by your institute. There are participants from different parts of the world. You happen to meet one such participant from London. Write a series of 8 (eight) dialogues exchanged between the two of you introducing yourself, your country and the socio-political situation of your countries during Pandemic. (10)
2. Make a presentation on the topic (any one). (10)
- (i) Online Education
  - (ii) Education during Pandemic
  - (iii) Effect of Pollution on Health
  - (iv) Global Warming

**Section C**

1. How can one be an active participant in a meeting? Discuss some of the etiquettes that must be followed while attending a meeting. (10)
2. List three recommendations on how a meeting should end and what should happen after a meeting. (10)
3. Distinguish between 'Silent Reading' and 'Reading aloud'. Also explain the two techniques of reading needed for the proper understanding of a text. (10)
4. Explain the importance of shared assumptions between writer and reader. (10)
5. What is meant by efficient Reading? What are the characteristics of reading? (10)
6. A group of four students have been given the following topic for group discussion **(any one)** (10)
- (a) Climate Change
  - (b) Health & Pandemic

Write out the discussion giving at least 3 turns to each student.