

B.A. GENERAL(BAG)

ASSIGNMENT

**(For July 2023 and January 2024 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/2023/ 2024
Course Code: BEGLA 136

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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Max. Marks: 100

Answer all the given questions.

SECTION A

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

The thought of public speaking fills many people with fear and anxiety. One way to overcome this is by making sure that you are familiar with your subject and content. In the case of presentations, Power Point plays an important role in guiding you through the content of your presentation with the help of headlines and graphics. When you move to a new slide, the headline prompts you about that to say next. This also helps the audience to understand what you want to convey.

Power Point also offers you the advantage of illustrating your headlines with the help of graphics like bar diagrams, pie charts, graphs, tables, pictograms etc. while these visuals help you to cope with more complex information of data, statistics and trends, they also enable the audience to comprehend intricate information on performance, comparisons, predictions more easily. In other words, they help you to gain the focused attention of your audience and alleviate your fear and anxiety.

However, a few precautions are necessary. Never fill up your slides with too many graphic elements and animation effects. These can become a source of distraction. It is best to choose simple designs.

The key thing here is preparation. Plan the outline of your presentation carefully so that it is well structured. Make sure that all your headings and subheadings are up on the slides and adequately and appropriately illustrated. Go through your slides several times so that you are absolutely familiar with them. You will generate a deep confidence that dispels anxiety and fear and helps you to enjoy your own presentation.

1. What problem do many presenters face? What solution does the speaker offer? 4
 2. How does Power Point help you in dealing with the content of your presentation? 4
 3. Give a suitable title to the passage. 2
2. Use the following words in sentences of your own: 2x5=10
1. Persuasive
 2. Visionary
 3. Icon
 4. Philanthropic

5. Revenue

3. Rewrite/fill in the following sentences as directed: 1x5=5
1. Yahoo and Rediffmail are_____.
 2. He said, “ I had already left” (Change into Indirect speech).
 3. Her party was _____ (Use a Preposition)
 4. _____you like some help? (Use a Modal)
 5. Not ____word was said.(Use an article)
4. Write short notes of about 150 words each on the following topics: 5x5=25
1. Common trends in E-communication.
 2. Difference between a portfolio and a resume.
 3. Work Ethics
 4. Importance of good customer service.
 5. Behavioral requirements for a discussion.

SECTION B

1. You are interested in applying for the position of a manager in a marketing firm. 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:
“Gender Sensitization at the Workplace” 10
2. You are planning to appear for an interview for the position of a Research Officer in a reputed institution. Write ten questions you expect to be asked and your responses/answers to these questions. 10