

BCOA-001

**Certificate in Business Skills (CBS)
Bachelor's Degree Programme
(BDP)**

ASSIGNMENT

2023-2024

Application Oriented Course

BCOA - 001: Business, Communication & Entrepreneurship

For July 2023 and January 2024 Admission cycle



School of Management Studies

Indira Gandhi National Open University

Maidan Garhi, New Delhi -110068



Certificate in Business Skills (CBS)

Bachelor's Degree Programme

BCOA - 001: Business, Communication & Entrepreneurship

ASSIGNMENT- 2023-24

Dear Students,

As explained in the Programme Guide, you have to do one Tutor Marked Assignment in this Course.

Assignment is given 30% weightage in the final assessment. To be eligible to appear in the Term-end examination, it is compulsory for you to submit the assignment as per the schedule. Before attempting the assignments, you should carefully read the instructions given in the Programme Guide.

This assignment is valid for two admission cycles (**July 2023 and January 2024**). The validity is given below:

1. Those who are enrolled in **July 2023**, it is valid up to **June 2024**.
2. Those who are enrolled in **January 2024**, it is valid up to **December 2024**.

You have to submit the assignment of all the courses to The Coordinator of your Study Centre. For appearing in June Term-End Examination, you must submit assignment to the Coordinator of your study centre latest by **15th March**. Similarly for appearing in December Term-End Examination, you must submit assignments to the Coordinator of your study centre latest by **15th September**.

TUTOR MARKED ASSIGNMENT

COURSE CODE	:	BCOA- 001
COURSE TITLE	:	BUSINESS COMMUNICATION AND ENTREPRENEURSHIP
ASSIGNMENT CODE	:	BCOA- 001/TMA/2023-2024
COVERAGE	:	ALL BLOCKS

Maximum Marks: 100

Attempt all the questions:

1. The appraisal part of the business plan revolves around all the critical issues and is covered under six heads. Elaborate. **(20)**

2. Discuss the report writing process. Explain briefly the rules of writing report. **(20)**

3.
 - a) One of the important steps of setting up an enterprise is to explore the market trends. Explain. **(10×2)**

 - b) Being entrepreneurial means brushing personal characteristics. Discuss.

4.
 - a) A paragraph is constructed of three components. Elaborate. **(10×2)**

 - b) Proposals fall into two categories: solicited and unsolicited. Discuss.

5. **Write short notes on the following:** **(5×2)**
 - a) Traditional Parts of Speech

 - b) SWOT

6. **Differentiate between the following:** **(5×2)**
 - a) Facts and Opinions

 - b) Entrepreneur and Administrator