

BEGG 173

BA General (BAG)

ASSIGNMENT

(For July 2024 and January 2025 Sessions)

ACADEMIC WRITING AND COMPOSITION

BEGG 173



School of Humanities
Indira Gandhi National Open
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BEGG 173
ACADEMIC WRITING AND COMPOSITION

Programme: BAG/2024/2025
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 31st March

For December Examination 30th September

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.

Assignment
BEGG-173
ACADEMIC WRITING AND COMPOSITION

Programme BAG/2024-2025
Course Code: BEGG 173
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 are the three essential components of critical thinking?
2. The editing and revising stage is an important stage in the writing process. What are the parameters to be kept in mind while editing?
3. What is an 'argument' in academic writing? How is an 'argument' generally structured?
4. What is plagiarism? How can you avoid plagiarism in academic writing?
5. Briefly describe the structure of a business proposal.

Section B

II. Answer the following in around 200 words each:

2x10=20

1. What do you understand by the term 'academic writing'? Explain how it is different from non-academic writing?
2. What is 'copyright'? Who owns 'copyright'?

III. Answer the following question in about 250 words.

15

1. Explain with suitable examples, how argumentative writing differs from persuasive writing?

Section C

IV. Write a well structured composition on the topic:

15

'Conserving India's Rivers: Problems and Challenges'.

(Your essay should have a clear introduction, body and conclusion).

V. The head of your institution has conducted a meeting to review the training needs of various groups of employees. Write a brief report of the meeting.

10

VI. i) What aspects should be considered while writing the review of a film?

5

ii) Write a brief review of a film that you watched recently.

10