

**BACHELORS OF ARTS
PSYCHOLOGY**

**SKILL ENHANCEMENT COURSE
(SEC)**

TUTOR MARKED ASSIGNMENT

July 2024 –January 2025

BPCS186: MANAGING STRESS

SKILL ENHANCEMENT COURSE (SEC)



**SCHOOL OF SOCIAL SCIENCES (SOSS)
INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI - 110068**

Dear Learner,

As we have informed you in the Programme Guide, evaluation at IGNOU consists of two parts: i) continuous evaluation through assignments, and ii) term-end examination. In the final result, assignments of a Course will carry 30% weightage while 70% weightage is given for term-end examination (total 100 marks).

BPCS 186 is a 4 credit course and it has two assignments.

Assignment One has Descriptive Category Questions (DCQs). These are meant for writing essay type answers, with an introduction and a conclusion. These are intended to test your ability to describe your understanding/knowledge about the topic in a systematic, to-the-point and coherent manner.

Assignment Two has Short Category Questions (SCQs). These questions are meant to improve your skill of recall in brief the relevant/precise information about persons, writing, events, or clear understanding of concepts and processes.

Before you attempt the assignments, please read the instructions carefully provided in the Programme Guide. It is important that you write the answers to all the TMA questions in **your own words**. Your answers should be according to the word-limit set for a particular section. Remember, writing answers to assignment questions will improve your writing skill and sharpen your understanding of the concepts. It will also help you prepare for the term-end examination.

Submission

Session	Last Date of Submission	To be Sent
For July 2024	31st March 2025	To The Coordinator of the Study Centre allotted to you
For Jan 2025	30th Sept 2025 (Please check the dates from www.ignou.ac.in)	

*You need to submit the assignments within the stipulated time for being eligible to appear in the term-end examination.

Please obtain a receipt from the study centre for the assignments submitted and retain it. Also keep a photocopy of the assignments with you. The Study Centre will return the assignments to you after they are evaluated. The completed assignment should be sent **only** to the Coordinator of the Study Centre allotted to you.

Following instructions are to be carefully followed before writing the assignments:

1. You will find it useful to keep the following points in mind:
 - i. Planning:** Read the assignments carefully. Go through the Units on which they are based. Make some points regarding each question and then re-arrange these in a logical order.
 - ii. Organization:** Read the study material carefully, analyze it, and then prepare a rough outline of your answer. Give adequate attention to your introduction and conclusion. Make sure that your answer:
 - a) is logical and coherent;
 - b) has clear connections between sentences and paragraphs;
 - c) is written correctly giving adequate consideration to your expression, style and presentation
 - iii. Presentation:** Once you are satisfied with your answers, you can write down the final version for submission. Write each answer neatly with proper spacing, and underline the points you wish to emphasize. Make sure that the answer is around the suggested word limit.
2. Use A4 size ruled paper for your response and tie all the pages carefully. Allow a four cm margin on the left and leave some space between each answer. This will facilitate the evaluator to write useful comments in the margin at appropriate places.
3. **Answers should be in your own handwriting.** Do not print or type the answers. Do not copy your answers from the study material sent to you by the University or from other learners. If you copy, you will get zero marks for the respective question.
4. You need to attach a copy of the TMA with the completed assignment before submitting it.
5. In case you have requested for a change of Study Centre, you should submit your Tutor Marked Assignments only to the original Study Centre until the change of Study Centre is notified by the University.
6. If you find that there is any factual error in evaluation of your assignments, e.g., any portion of assignment response has not been evaluated or total of score recorded on assignment response is incorrect, you should approach the coordinator of your study center for correction and transmission of correct score to headquarters.

Wish you all the best!

MANAGING STRESS (BPCS186)

Tutor Marked Assignments (TMA)

Course Code: BPCS186

Assignment Code: Asst /TMA /July 2024-January 2025

Total Marks: 100

NOTE: All assignments are compulsory.

Assignment One

Answer the following questions in about 500 words each. Each question carries 20 marks.

3 x 20 = 60

1. Discuss effective communication and self awareness as important aspects of interpersonal skills.
2. Discuss the goals of coping. Explain various types of coping styles.
3. Describe the effect of stress on health, performance and productivity.

Assignment Two

Answer the following questions in about 100 words each. Each question carries 5 marks.

8 x 5 = 40

4. Define stress and explain how stress can be measured.
5. Explain fight or flight response model of stress with the help of a suitable diagram.
6. Describe Type A personality as one of the factors contributing to stress proneness.
7. Discuss Meditation as a technique of stress management.
8. Explain time management.
9. Discuss Emotional Intelligence as an aspect of interpersonal skills.
10. Describe the types and symptoms of stress.
11. Discuss the moderators of stress.