

**BEGLA-135**

**BAFEG Bachelor of Arts (English Major)**

## **ASSIGNMENT BOOKLET**

**ASSIGNMENT**  
**January 2024 – July 2024 Sessions**

**English in Daily Life**  
**(BEGLA-135)**



**School of Humanities**  
**Indira Gandhi National Open University**  
**Maidan Garhi, New Delhi-110068**

**ASSIGNMENT:  
ENGLISH IN DAILY LIFE  
(BEGLA-135)**

**Programme: BAFEG/2024**

**Course Code: BEGLA-135**

**Dear Student,**

You are required to do one assignment. 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:** There are three sections – Section A, B & C, you are required to attempt all questions in your own words and hand written Assignments should be submitted on time.

**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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	<b>ENROLMENT NO:</b> .....
	<b>NAME:</b> .....
<b>COURSE TITLE:</b> .....	<b>ADDRESS:</b> .....
<b>ASSIGNMENT NO:</b> .....	
<b>ADDRESS:</b> .....	
<b>STUDY CENTRE:</b> .....	<b>DATE:</b> .....

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3. Use only foolscap size paper for your response and tag all the pages carefully.

4. 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!**

**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

## ENGLISH IN DAILY LIFE (BEGLA-135)

**Programme Code: BAFEG/2024**  
**Course Code: BEGLA-135**  
**Max.Marks:100**

**This assignment contains 3 sections. All sections are compulsory.**

### SECTION A

**Write short notes on the following:-**

**(5x4=20)**

1. Etiquette
2. Social Small Talk
3. Body Language
4. Facebook
5. Twitter

### SECTION B

**Answer the following questions in about 150 words each.**

**(5x10=50)**

1. Write a newspaper report for a local daily pointing to sudden rise in theft cases in your area.
2. Write a letter to your friend congratulating her on her success in examinations.
3. Write a dialogue between two students discussing the importance of online education.
4. Write diary entries on the most memorable day spent till date.
5. Write a descriptive passage about any person you know.

### SECTION C

**Answer the following questions in about 200-250 words each.**

**(2x15=30)**

1. Describe a new place that you visited recently. You can describe it in terms of its location, infrastructure, its comparisons with other similar places etc.
2. Write an essay on public services. Choose one of the public services which you think is very useful to the public.