

**BCOA-001**

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

**ASSIGNMENT**

**2021-2022**

**Application Oriented Course**

**BCOA - 001: Business, Communication & Entrepreneurship**

**For July 2021 and January 2022 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- 2021-22**

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 2021 and January 2022**). The validity is given below:

1. Those who are enrolled in **July 2021**, it is valid up to **June 2022**.
2. Those who are enrolled in **January 2022**, it is valid up to **December 2022**.

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**

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<b>COURSE CODE</b>	<b>:</b>	<b>BCOA- 01</b>
<b>COURSE TITLE</b>	<b>:</b>	<b>BUSINESS COMMUNICATION AND ENTREPRENEURSHIP</b>
<b>ASSIGNMENT CODE</b>	<b>:</b>	<b>BCOA- 01/TMA/2021-2022</b>
<b>COVERAGE</b>	<b>:</b>	<b>ALL BLOCKS</b>

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**Maximum Marks: 100**

**Attempt all the questions:**

1. Discuss the various forms of business organisations with their respective merits and demerits. **(20)**
  
2. What is a report? Describe the process of report writing. What rules are to be kept in mind for writing reports? **(20)**
  
3. (a) Explain the basic steps required in setting up a small business unit? **(10X2)**  
(b) Who is an entrepreneur? Discuss the qualities required to become a successful entrepreneur.
  
4. (a) What is a paragraph? Explain the important components of paragraph with suitable examples. **(10X2)**  
(b) You are in charge of purchase for ABC automobiles. Last week you made an order with Aero Enterprises, which is still pending. Write a letter to the manager of Aero Enterprises for the cancellation of the order due to delay.
  
5. **Write short notes on the following:** **(5X2)**  
(a) Business blueprint  
(b) Memo
  
6. **Differentiate between the following:** **(5X2)**  
(a) Facts and Opinions  
(b) Private and Public limited company