

**Bachelor's Degree Programme
(BDP)**

ASSIGNMENT

(For July, 2021 and January, 2022 Sessions)

(BEGE 103)

Communication Skills in English



**School of Humanities
Indira Gandhi National Open University
Maidan Garhi, New Delhi – 110 068**

Dear Student

You are required to do one assignment for the BDP Course titled Communication Skills in English Code BEGE-103, which will be a Tutor Marked Assignment (TMA) and will carry 100 marks. It will be based on blocks 1 to 6.

Aims: This assignment is concerned mainly with assessing your application and your understanding of the course material. You are not to reproduce chunks of information from the course material but to use the skills of critical appreciation that you may have acquired during the course of study. This assignment aims to teach as well as to assess your performance.

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).

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The top of the first page of your response sheet should look like this:

ENROLMENT NO:
NAME:

ADDRESS:

.....

COURSE TITLE:

ASSIGNMENT NO:

STUDY CENTRE: DATE:.....

4. Use only foolscap size paper for your response and tag all the pages carefully.
5. Write the relevant question number with each answer.

Last Date for Submission of Assignment:

For June Examination: 31st March

For December Examination: 30th September

Good Luck!

Elective Course in English (BEGE-103)
Communication Skills in English
Assignment July, 2021 & January, 2022 Sessions
(Based on Blocks 1 - 6)

Max. Marks: 100

Answer all questions.

1. What are the usual topics of small talk? Describe some of the conventions we must follow for ease and flow of conversation. 20

2. Write short notes on the following: 10 x 2 = 20
 - a. The difference between dialect, accent and style
 - b. Code mixing and code switching

- 3a. Write your C.V. in about 250 words. 10

- 3b. Write a covering letter to an employer outlining your positive traits and enumerating why you would be suitable for a particular job (choose the job). 10

4. What is the purpose of a group discussion? What is the difference between a general group discussion and an interview group discussion? You have to participate in a group discussion as a part of a job interview. How would you prepare yourself? 20

5. Comment on the importance of either *rhetoric* or *grammar* in life. 20