

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

ASSIGNMENT

(For July, 2022 and January, 2023 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).

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, 2022 & January, 2023 Sessions
(Based on Blocks 1 - 6)

Max. Marks: 100

Answer all questions.

1. Write short notes on any four (04): 4 x 5 = 20
 - a) Irony
 - b) Paradox
 - c) Simile and Metaphor
 - d) Oxymoron
 - e) Euphemism
 - f) Antithesis

2. Explain with examples: 4 x 5 = 20
 - a) Dialect
 - b) Accent
 - c) Style
 - d) Code mixing
 - e) Code switching

3. Prepare your Curriculam Vitae in about 250 words. 20

4. Enumerate the essentials of oral communication at a formal level. 20

5. Differentiate between information and communication? 20

6. Write a Report on any one of the following: 10
 1. Women's Day celebration in your college
 2. Vaccination Camp organised in your locality
 3. Impact of on-line learning on children
 4. Pollution Drive by the local

7. You purchased an Air Conditioner through Amazon. When installing it, you discovered that air filter is missing. Write a letter of complaint to the relevant person in the organization. 10
 - asking how such an error happened
 - stating how this mistake has caused inconvenience to you
 - asserting that you would expect a replacement as soon as possible
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8. Outline the few essentials to be kept in mind while taking part in a Debate Competition. 10