

**BACHELOR'S DEGREE PROGRAMME  
(BDP)**

**ASSIGNMENT**

**(For July, 2024 and January, 2025 Sessions)**

*Elective Course in English*  
**Communication Skills in English**



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

**Elective Course in English**  
**Communication Skills in English**  
**(BEGE-103)**

**Programme: BDP**  
**Course Code: BEGE-103/2024-25**

Dear Student

You will have one assignment for the Elective Course in English, BEGE-103, which will be a Tutor Marked Assignment (TMA) and will carry 100 marks. It will be based on blocks 1 to 7.

**Aims:** This assignment is concerned mainly with assessing your application and your understanding of the course material. You are not required 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.

1. Read the detailed instructions about the assignments given in the Programme Guide for Elective Courses.
2. Write your Enrolment Number, Name, Full Address and Date on the top right corner of the first page of your response sheet(s).
3. 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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ENROLMENT NO: .....  
NAME: .....  
ADDRESS: .....  
.....

COURSE TITLE: ..... ASSIGNMENT NO: .....

STUDY CENTRE: ..... DATE: .....

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

6. You should write in your own handwriting.
7. **Submission:** The completed assignment should be sent to the Coordinator of the Study Centre allotted to you by **31<sup>st</sup> March** (For July Session) and **30<sup>th</sup> September** (For January Session).
8. Please read the instructions given in your Programme Guide.

Now read the following guidelines carefully before answering questions.

## **GUIDELINES FOR TMAs**

You will find it useful to keep the following points in mind:

1. **Planning:** Read the questions carefully. Go through the units on which they are based. Make some points regarding each question and then rearrange these in a logical order. And please write the answers in your own words. Do not reproduce passages from the units.
2. **Organisation:** Be a little more selective and analytic before drawing up a rough outline of your answer. In an essay-type question, give adequate attention to your introduction and conclusion. The introduction must offer your brief interpretation of the question and how you propose to develop it. The conclusion must summarise your response to the question. In the course of your answer, you may like to make references to other texts or critics as this will add some depth to your analysis.

**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;
  - (d) does not exceed the number of words indicated in your question.
3. **Presentation:** 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 may be aware that **you need to submit your assignments before you can appear for the Term End Exams. Please remember to keep a copy of your completed assignment, just in case the one you submitted is lost in transit.**

**Good luck with your work!**

**BEGE-103**  
**Communication Skills in English**  
**Assignment 2024-2025**  
**(Based on Blocks 1-7)**

**Course Code: BEGE-103/2024-2025**  
**Max. Marks: 100**

**Attempt all questions.**

1. What do you understand by Verbal Communication? Discuss. (10)
2. Discuss the role of silence in communication. (10)
3. What are the major barriers to communication? Discuss. (10)
4. How can one be an active participant in a meeting? Give three recommendations on how a meeting should end. (10)
5. What do you understand by visuals? Discuss the functions visuals help us to perform easily and effectively. (10)
6. How is Reading traditionally used in the classroom? Why do you think we need to learn reading as a skill? Discuss. (10)
7. Here is the beginning of a paragraph. Complete the paragraph by explaining both the positive and negative sides of liberty.  
  
In the dictionary, liberty is defined as freedom from external restraints or compulsions. The definition is not incorrect but is too narrow because liberty means freedom from having to do something as well as freedom to do something. In this sense, liberty may be said to possess two sides a positive and a negative. (10)
8. Write a formal letter to the Municipal Commissioner of your city, highlighting the issue of increasing air pollution and requesting immediate action. Your letter should follow the proper format, maintain a formal tone, and include specific suggestions for improvement. (10)
9. Prepare a 5-minute presentation on *'The Impact of Social Media on Young Minds.'* Your presentation should include an introduction, key arguments, real-life examples, and a conclusion. Focus on clarity, engagement, and structured content." (10)
10. Prepare a group discussion with five turns, each among three students, on the given topic.  
'Is Artificial Intelligence a Threat or a Boon to Human Jobs?' (10)