

B.A. GENERAL(BAG)

ASSIGNMENT

**(For July 2024 and January 2025 Sessions)
SECOND SEMESTER**

**English at the Workplace
(BEGLA 136)**



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

ASSIGNMENT ENGLISH AT THE WORKPLACE (BEGLA 136)

Programme: BAG/2024/ 2025
Course Code: BEGLA 136

Dear Student,

You are required to do **one** assignment for the course 'English at the Workplace'. 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: You will be required to answer the questions on reading comprehension, vocabulary, grammar and composition.

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 answers, 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. **You should write 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.

Last Date for Submission of Assignment:

For June Examination:	31st March
For December Examination:	30th 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
(For July 2024 and January 2025 Sessions)
English at the Workplace
(BEGLA 136)

Programme: BAG/2024-20245

Course Code: BEGLA 136

Max. Marks: 100

Answer all the given questions.

SECTION A

1. Write short notes on the following:

5x4=20

- a) Types of customers at the workplace
- b) Characteristics of Work Ethics.
- c) Common Trends in E Communication
- d) Behavior Code at the Workplace.

SECTION B

10x4=40

- 1. Briefly write about your dream job and how you plan to make it a reality?
- 2. Discuss the importance of body language during interviews.
- 3. Make a presentation for your organization on why you think it is essential to have a portfolio while apply for a position in an organization.
- 4. You are interested in applying for the position of a web designer in a company. Write a covering letter for this position, showing how you are suitable for the job.

SECTION C

20X2=40

- 1. Prepare a CV (Curriculum Vitae) for a job you wish to apply for, mentioning your qualifications, work experience achievement etc. relevant to the job.
- 2. You are planning to appear for an interview for the position of a English Language Trainer in a reputed institution. Write out ten questions you expect to be asked and your answers to these questions.