

BEGE- 145

**B. A GENERAL
(BAG)**

**ASSIGNMENT
(2023 – 2024)**

**(BEGE-145)
Soft Skills**



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

**ASSIGNMENT
For
SOFT SKILLS
(BEGE-145)**

**Programme: BAG/2023-24
Course Code: BEGE- 145**

Dear Student,

You are required to do one assignment for the course in English titled *Soft Skills* Code BEGE-145, which will be a Tutor Marked Assignment (TMA) and carries 100 marks. Each assignment covers the entire course.

Aims: This TMA is concerned mainly with assessing your application and understanding of the course material. You are not required to reproduce chunks of information from the course material but to apply the information you have acquired during the course of study. This assignment aims to teach as well as to assess your performance. Please ensure that you read all the units of the course. Do make points as you go along. If there is anything you do not understand, please ask the Counsellors at your Study Centre for clarification. Once you are able to do the assignment satisfactorily, you will be ready to take the Term-end exam with confidence.

Instructions: Before attempting the assignment, please read the following instructions carefully.

1. Read the detailed instructions about the assignment given in the Programme Guide.
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:

ENROLMENT NO.....

NAME.....

ADDRESS.....

COURSE TITLE:.....

ASSIGNMENT NO:.....

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

4. Use only A4 paper size for your assignment and tag all the pages carefully.
5. Write the relevant question number with each answer.
6. You should write the answer in your own handwriting.
7. **Submission:** The completed assignment should be sent to the Coordinator of the Study Centre allotted to you by **30th September (for December Exam) and 31st March (for June Exam) or the dates given on the IGNOU website.** Please read the instructions given in your Programme Guide.

Now read the following guidelines carefully before answering the 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 points 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 summarize your response to the question. In the course of your answer, you may like to make references to other texts or books 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 the 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.

Note: Remember that you must 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-145
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Attempt all questions. All questions carry equal marks.

Total Marks: 100

Q1 Read the following passage carefully and answer the questions given below it.

The modern workplace is a diverse and dynamic environment that thrives on the contributions of individuals from various backgrounds. However, one aspect of diversity that has gained increasing attention is disability. Disabilities encompass a wide range of conditions, both visible and invisible, that can impact an individual's mobility, sensory perception, cognitive functions, and more. In recent years, there has been a growing awareness of the need to create inclusive and accommodating workplaces that embrace employees with disabilities.

Creating an inclusive workplace involves more than just meeting legal requirements; it requires a shift in mindset and organizational culture. Employers are increasingly recognizing that individuals with disabilities bring unique perspectives, talents, and strengths to the table. These individuals often demonstrate remarkable resilience, adaptability, and problem-solving skills, qualities that can benefit teams and companies as a whole. Reasonable accommodations play a pivotal role in enabling employees with disabilities to perform at their best. These accommodations can range from physical modifications to the workspace, such as ramps or accessible technology, to flexible work arrangements that are empathetic to an employee's needs. By providing these accommodations, employers not only empower individuals with disabilities to contribute effectively but also demonstrate a commitment to fostering an environment of equality and respect.

However, challenges remain. Stigma and misconceptions surrounding disabilities can persist, leading to biases and exclusion. Awareness campaigns and training initiatives can help dismantle these barriers and promote a more empathetic and informed work environment. Additionally, ensuring that hiring processes and career advancement opportunities are inclusive can further encourage the integration of individuals with disabilities into the workforce.

Ultimately, an inclusive workplace benefits everyone. It promotes a sense of belonging and community among employees, leading to higher job satisfaction and retention rates. Moreover, when companies value diversity in all its forms, they often experience improved creativity, innovation, and problem-solving, as different perspectives and experiences converge to drive progress.

In conclusion, disability in the workplace is a multifaceted topic that demands attention and action. By fostering an inclusive culture, providing reasonable accommodations, and challenging stereotypes, employers can create environments where individuals with disabilities can thrive and contribute meaningfully. Embracing disability in the workplace is not just a legal or moral obligation; it is an investment in a richer, more diverse, and ultimately more successful working environment.

Q1 a) Answer the following questions

(5 x 2 = 10)

- i. What is the significance of creating an inclusive workplace environment?
- ii. How can reasonable accommodations positively impact employees with disabilities?
- iii. What role do awareness campaigns and training initiatives play in addressing challenges related to disabilities in the workplace?

- iv. How does an inclusive workplace benefit both employees and companies?
- v. What are some potential challenges individuals with disabilities might face in the workplace?

Q1 b) Pick out words from the passage which mean the same as the following: (5 x 1 = 5)

- i. A variety of different people, ideas, and characteristics (para 1)
- ii. The ability to understand and share the feelings and perspectives of others (para 3)
- iii. To give someone the tools, authority, or confidence to take control of their situation and make decisions (para 3)
- iv. Preferences for or against individuals or groups, often without conscious awareness (para 4)
- v. Negative perceptions or stereotypes that lead to discrimination or exclusion (para 4)

Q1 c) What have you learnt in the passage above about creating a disability-inclusive workplace? (5)

Q2 Write short notes on any two of the following: (2 x 10 =20)

- i. What are blind spots in personality? Give examples.
- ii. What are some steps to improve people management skills?
- iii. How do biases affect teamwork?
- iv. What are some factors that influence a personality?

Q3 a) Here are the answers to some questions. What are the questions? (5 x 1 =5)

- i. Where _____?
I went to a school in Delhi.
- ii. Which college or university _____?
I attended IGNOU for my higher studies.
- iii. What _____?
My field of study was English language.
- iv. Have you _____?
Yes, I completed an online course on English grammar.
- v. Have you _____?
Yes, I have considered pursuing higher studies in English language.

Q3 b) Complete the following passage with either the present perfect or past simple tense of the verbs in brackets (10)

In the diverse and culturally rich land of India, English occupies a unique position as a foreign language. It (1) _____ (serve) as a bridge connecting the nation's linguistic diversity and providing access to global opportunities. India's historical connection with English (2) _____ (date) back to the colonial era when it (3) _____ (introduce) by the British. Over time, English (4) _____ (evolve) into an integral part of the country's education system, professional landscape, and communication networks.

India's linguistic landscape is astonishingly varied, encompassing hundreds of languages and dialects. This linguistic diversity can sometimes act as a barrier to effective communication between different regions. English, with its status as a second language, (5) _____ (provide) a common ground for Indians from various linguistic backgrounds to interact, share ideas, and collaborate seamlessly. It (6) _____ (act) as a lingua franca, enabling individuals to overcome linguistic barriers and (7) _____ (engage) in both national and international discourse.

The Indian education system (8) _____ (embrace) English as a vital tool for academic and professional advancement. Many private schools and prestigious institutions (9) _____ (conduct) their classes in

English, considering it a language of upward mobility. Proficiency in English (10) _____ (open) doors to higher education opportunities abroad and enhances employability in various sectors such as IT, business, medicine, and academia.

Q3 c) Complete these sentences with the correct comparative or superlative form of the adjectives in brackets (5 x 1=5)

- i. The internet is the _____ (fast) mode of communication.
- ii. Social media is the _____ (late) fashion amongst teenagers.
- iii. The large number of people make social media the _____ (rich) source of creativity.
- iv. With billions of users, it is _____ (extensive) network in existence.
- v. Constant innovations make the internet _____ (dynamic).

Q4 Write a report of an event in your institution. Describe the following details: (20)

- i. The event timeline
- ii. Major activities organised
- iii. Response of the public
- iv. Your contribution to the event

Q5 Write a dialogue between two friends talking about adjusting to an academic life post-pandemic. (20).