

BEGG 173

BA General (BAG)

ASSIGNMENT

(For July 2023 and January 2024 Sessions)

ACADEMIC WRITING AND COMPOSITION

BEGG 173



School of Humanities
Indira Gandhi National Open
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BEGG 173
ACADEMIC WRITING AND COMPOSITION

Programme: BAG/2023-24
Course Code: BEGG-173

Dear Student,

You are required to do **one** assignment for the course 'Academic Writing and Composition' (BEGG 173). It is a Tutor Marked Assignment (TMA) and carries 100 marks. It covers four blocks of the course.

Guidelines:

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. **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.

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
BEGG-173
ACADEMIC WRITING AND COMPOSITION

Programme BAG/2023-2024
Course Code: BEGG 173
Max. Marks: 100

Answer all questions in this assignment.

SECTION A

I Write short notes of about 100 words each on the following:

5x5=25

1. What are the components of the 'pre-writing stage' of the process approach to writing?
2. What is the function of a 'topic sentence' in a paragraph?
3. Why are citations important in academic writing?
4. Explain the features of expository writing.
5. What aspects should be kept in mind while writing a business proposal?

Section B

II. Answer the following in around 200 words each:

2x10=20

1. What do you understand by the term 'plagiarism'? How can you avoid plagiarism in your academic writing?
2. Which are the disciplines that come under the stream of natural and applied sciences? Describe the general features of academic writing in these disciplines.

III. Answer the following question in about 250 words.

15

1. Discuss the techniques understood to be the foundational elements of critical thinking skills.

Section C

IV. Write a well structured composition on the topic:

15

Conservation of national monuments: our role as citizens.
(Your essay should have a clear introduction, body and conclusion).

V. The Student Council of your college has conducted a meeting to organize a campaign to encourage planting of more trees in the neighbourhood. Write a brief report of the meeting.

10

VI. i) How is persuasive writing different from argumentative writing?

5

ii) Write a promotional paragraph encouraging people to buy a new water filter that your company has just introduced into the market.

10