

**BEGS 183**

**Bachelor of Arts (English Major)**

**BAFEG**

**ASSIGNMENT**

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

**WRITING AND STUDY SKILLS**

**BEGS 183**



**School of Humanities**

Indira Gandhi National Open University  
Maidan Garhi, NewDelhi-110 068

# WRITING AND STUDY SKILLS

## BEGS 183

Programme: BAFEG/2024

Course Code: BEGS 183

**Dear Student,**

You are required to do **one** assignment for the course 'Writing and Study Skills' (BEGS 183). It is a Tutor Marked Assignment (TMA) and carries 100 marks. It covers three blocks of the course.

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 Assignments:**

**For January 2024 Session: 30th September 2024**

**For July 2024 Session: 31st March 2025**

**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**  
**BEGS-183**  
**Writing and Study Skills**

**Programme: BAFEG/2024**

**Course Code: BEGS 183**

**Max. Marks: 100**

**Answer all questions in this assignment.**

**SECTION A**

I. Write **short notes** on the following: **5x5=25**

1. How are new words built in English through affixation and compounding? Give suitable examples.
2. Briefly describe the process approach to writing.
3. What are the three major types of study skills? How do they help us to become better learners?
4. What aspects should be kept in mind while writing the introductory paragraph of a composition?
5. Briefly explain how a paraphrase, a precis and a summary differ from each other?

**SECTION B**

II. Answer the following in **around 150 words** each: **10x4 = 40**

1. “While writing, we need to develop the skills of analysing as well as synthesizing.” Explain.
2. What is expository writing? Describe with examples, the techniques used to write

expository texts.

3. Explain with examples, how flowcharts and tree diagrams can be used to present information clearly.
4. How is the structure of a formal letter different from that of an informal letter? Give sample structures of both.

### **SECTION C**

- III. Write a **paragraph of about 150 words** on the topic given below. **15**

Underline the **topic sentence** after writing the paragraph.

**“Water Conservation: A Challenge for India in the Twenty first Century.”**

- IV. Write a well - developed composition on the topic given below: **20**

**“Social Media Usage: Advantages and Disadvantages.”**

Your composition should have a clear **introduction, body and conclusion.**