

BEGE-103

**Bachelor's Degree Programme
(BDP)**

**ASSIGNMENT
(For July 2018 and January 2019 Sessions)**

**ELECTIVE COURSE IN ENGLISH
Communication Skills in English (BEGE-103)**



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

ELECTIVE COURSE IN ENGLISH

Communication Skills in English (BEGE-103)

Programme Code: BDP
Course Code: BEGE-103/2018-19

Dear Student,

You need to attempt one assignment for the Elective Course in ‘Communication Skills in English (BEGE-103). This assignment is Tutor Marked (TMA) and carries 100 marks. The TMA is concerned mainly with assessing your application and your understanding of the course material. It aims to teach as well as to assess your performance.

Instructions: Before attempting the assignment 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 Roll 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).
4. Do not plan to take the terminal examination for the course if you have not done the assignment set for it first. You will not be permitted to do so.

The top of the first page of your response sheet should look like this:

	Roll No.
	Name:
	Address.....
Course Title:
Assignment No:
Study Centre	Date:

5. Use only foolscap size paper for your response sheets and tag all the pages carefully.
6. Write the relevant question number with each answer.
7. You should write in your own handwriting.
8. **Submission:** Remember to keep a copy of your assignment with you and to take a receipt from your Study Centre when you submit the assignment. The completed assignment should be sent to the Coordinator at the Study Centre allotted to you.
Last Date for Submission of Assignment is:

For June Exam	-	31 st March
For December Exam	-	30 th 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.*

Communication Skills in English (BEGE-103) Assignment

Assignment Code: BDP/BEGE-103/TMA/2018-2019

Max. Marks: 100

Note: Answer all questions

- 1 What do you understand by Global English? Describe its features. How different is it from Indian English? Give examples to explain your answer. 20
- 2 What are the usual topics of small talk? Describe some of the conventions we must follow for ease and flow of conversation. 20
- 3a Write a note on the language of formal letters. 5
- 3b You purchased a book through Flipkart. After a couple a days you discovered that ten pages (from 116-125) are missing. Write a letter of complaint to the relevant person in the organisation asking: 15
- how such an error happened
 - how this mistake has inconvenienced you
 - you would expect another copy of the book as soon as possible.
- 4a What do you understand by unscripted programmes on TV? Discuss this in the context of a panel discussion. 10
- 4b Describe ways in which you can train yourself to be a good listener. 10
- 5 What do you understand by the World Wide Web? What are the ways in which you can create content for the web? 20