

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

**ASSIGNMENT
(For July 2019 and January 2020 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-103/2019-20

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/2019-2020

Max. Marks: 100

Note: Answer all questions

- 1 Write short notes on the following: 20
 - i The difference between dialect, accent and style
 - ii Code mixing and code switching
- 2 What are some of the components of soft skills and why is it important to have these skills? 20
- 3a Your friend's mother has passed away. Write a letter offering condolences to your friend. Mention the relationship that you yourself had with her. 10
- 3b Discuss some of the questions that are commonly asked during an interview. 10
- 4 You are working in the farming sector. Write a report on any one of the following: 20
 - i Global warming taking a toll on our agricultural output
 - ii Ways to modernize the farming sector

(You could look up reference material including the Internet for points. However, be careful that you must acknowledge the source where you take your information from.)
- 5 What is the purpose of a group discussion? What is the difference between a general group discussion and an interview group discussion? You have to participate in a group discussion as part of a job interview. How would you prepare yourself? 20