

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

ASSIGNMENT

(For July 2020 and January 2021 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-103/2020-21

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 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

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.

Good luck!

Communication Skills in English (BEGE-103) Assignment

Assignment Code: BDP/BEGE-103/TMA/2020-21
Max Marks: 100

Note: Answer in your own words **any five** of the following questions.

- | | | |
|----|--|----|
| 1 | What is a dialect, an accent and a style? Explain with suitable examples. | 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 |
| 3 | Advise your younger sister or brother on matters s/he should keep in mind while speaking at a debate organized by the College Debating Society. | 20 |
| 4a | Write your C.V. in about 250 words. | 10 |
| 4b | Write a covering letter to an employer outlining your positive traits and enumerating why you would be suitable for a particular job (choose the job). | 10 |
| 5a | Write a note on the language of formal letters. | 5 |
| 5b | You purchased a water purifier through Amazon. When installing it, you discovered that the water filter is missing. Write a letter of complaint to the relevant person in the organization: | 15 |
| | <ul style="list-style-type: none">• asking how such an error happened• stating how this mistake has inconvenienced you• asserting that you would expect a replacement as soon as possible. | |
| 6 | Show your awareness of some popular formats in television and briefly comment on each one of them. | 20 |
| 7 | Comment on the importance of either <i>rhetoric</i> or <i>grammar</i> in life. | 20 |