

BEGE - 145

**BA English Programme
(BAG)**

**ASSIGNMENT
(For 2021 - 22 Session)**

**(BEGE 145)
SOFT SKILLS**



School of Humanities

Indira Gandhi National Open University

Maidan Garhi, New Delhi – 110 068

B.A. General (BAG)- BEGE 145

Soft Skills (BEGE 145)

Programme: BAG
Course Code: BEGE-145/2021-22

Dear Student

You are required to do one assignment for the English Course titled Soft Skills Code BEGE-145, which will be a Tutor Marked Assignment (TMA) and will carry 100 marks. It will be based on blocks 1 to 4.

Aims: This assignment is concerned mainly with assessing your application and your understanding of the course material. You are not to reproduce chunks of information from the course material but to use the skills of critical appreciation that you may have acquired during the course of study. This assignment aims to teach as well as to assess your performance.

Guidelines: You are supposed to read all the instructions and responds to all the question accordingly to their prescribed word limit in your own words and hand written Assignments should be submitted on time.

Instructions: Before attempting the questions please read the following instructions carefully.

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. Once you are satisfied with your answers, you can write down the final version for submission, writing each answer neatly and underlining the points you wish to emphasize. **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.

1. Write your Enrolment Number, Name, Full Address and Date on the top right corner of the first page of your response sheet(s).

2. 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).
3. The top of the first page of your response sheet should look like this:

ENROLMENT NO:

NAME:

ADDRESS:

.....

COURSE TITLE:

ASSIGNMENT NO:

STUDY CENTRE:

DATE:

-
4. Use only foolscap size paper for your response and tag all the pages carefully.
 5. Write the relevant question number with each answer.

Last Date for Submission of Assignment:

Last date of Submission for the December TEE: 31st October

Last date of Submission for the June Examination: 30th April

Good Luck!

**BEGC-145
SOFT SKILLS
Assignment 2021-22 Session
(Based on Blocks 1 – 4)**

Max. Marks: 100

Answer all questions.

Please Note: All Questions Carry Equal Marks.

You may use about 200 words to answer a 10 marks question.

Answer any Ten Questions

1. Elaborate on the Different types of Nonverbal communication with appropriate examples.
2. "Soft skills can also be defined as a collection of positive attributes and competencies that can improve work performance and productivity, enhance relationships, and make an individual more marketable in the workplace." Discuss with suitable examples
3. Write an extended note on the importance of Personality development and how can SWOC be useful?
4. What are the benefits of Self Reflection? Illustrate Gibbs' Reflective Cycle.
5. What is adaptability? What are the consequences of lack of Adaptability and why some people find it very hard to adapt.
6. Write short notes on any two: (5X2)
 - a) Problem solving skills
 - b) Creative and strategic thinking skills
 - c) Communication skills
 - d) Teamwork skills
 - e) Organisational skills
7. Why is Learn-ability important and how can we develop that?
8. Emotional awareness is recognizing our emotions and their effects. Explain with suitable examples
9. What are the key principles of coordination and why is it referred to as the essence of management?
10. Explain what assistive technology is. How can it help students with disability?
11. Do you think creativity is a soft skill? Give reasons for your answer.
12. How will you make your workplace communication gender and race agnostic? Give appropriate examples