

BEGS 183

**Bachelor of Arts (General) Programme
BAG**

ASSIGNMENT

(For July 2021 and January 2022 Sessions)

THIRD SEMESTER

WRITING AND STUDY SKILLS

BEGS 183



School of Humanities

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

WRITING AND STUDY SKILLS

BEGS 183

Programme: BAG/2021-22

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 Assignment:

For June Examination 30th April

For December Examination 31st October

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

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Max. Marks: 100

Answer all questions in this assignment.

SECTION A

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

1. Critical thinking strategies for good writing skills.
2. What are ‘homonyms’ and ‘homophones’? Give two examples of each.
3. Strategies for achieving coherence and cohesion in a paragraph.
4. The Cornell note-taking method.
5. Explain the terms ‘paraphrase’, ‘precis’ and ‘summary’ and show how they 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 skill of analysing as well as synthesizing.” Explain.
2. What is ‘expository writing’? Describe, with examples, the techniques used to write expository texts.
3. Briefly describe the three major types of study skills and show how they help us to become better learners.
4. What aspects of format, structure, etiquette and language should be considered while writing an official email? Write an official email to the head of your institution keeping all these aspects in mind.

SECTION C

- III. 1. Write a **paragraph of about 150 words** on the topic given below.
Underline the **topic sentence** after writing the paragraph.

“Water Conservation: a Challenge for India in the 21st Century.”
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2. Write a well - developed composition on the topic given below:

“Social Media Usage: Advantages and Disadvantages.”

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

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