

BEGAE 182

**B.A. GENERAL
(BAG)**

ASSIGNMENT

(For July 2019 and January 2020 Sessions)

SECOND SEMESTER

English Communication Skills

(BEGAE 182)



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

ASSIGNMENT

ENGLISH COMMUNICATION SKILLS

BEGAE 182

Programme: BAG/2019-2020

Course Code: BEGAE 182

Dear Student,

You are required to do **one** assignment for the course 'English Communication Skills'. It is a Tutor Marked Assignment (TMA) and carries 100 marks. It covers four blocks of the course.

Aims: The TMA is primarily concerned with assessing your proficiency in English. You should not reproduce chunks of information from the passage(s) but effectively use the skills of reading and writing that you may have acquired during the course of study to compose your answers. These assignments aim to teach as well as to assess your performance.

Guidelines: You will be required to answer the questions on reading comprehension, vocabulary, grammar and composition.

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 answers, 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 write 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, 2020

For December Examination: 31st October, 2020

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.*

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Max. Marks: 100

Answer all questions

SECTION A

1. Write short notes of about 150 words on **any four** of the following:
- i) What are the barriers to communication? How would you remove them in your communication? 5
 - ii) Discuss the role of body language in communication. 5
 - iii) What makes a group discussion successful? 5
 - iv) Giving examples (not from the course material), discuss the difference between Homonyms, Homophones, Homographs, and Hyponyms. 5
 - v) When you attempt any piece of writing what are the key questions you should ask yourself? 5
 - vi) Discuss the effectiveness of visuals in a good presentation. 5

SECTION B

- 2 i) You have been selected to a training programme organised by your company where colleagues have come from different parts of the country. Write a dialogue where you accost a colleague, greet him/her, introduce yourself and talk about your role in the organisation. You may end the conversation with appropriate pleasantries. 10
- ii) You have received an invitation by the secretary of the youth club of which you are a member to participate in a small discussion on 'kindness to animals'. Write a letter of regret giving at least three reasons for your not being able to attend the programme. 10

SECTION C

3. What are the characteristics of a conversation? What is the difference between a conversation and other speech events? Write in about 350 words. 20
4. As a good reader, what are the four levels of meaning you must be aware of? Discuss in about 300 words, giving examples of each. 20
5. A group of four students have been given the topic "How to abolish child labour in our country" for group discussion. You are part of this group. Write out the group discussion. Use items from the vocabulary section to answer appropriately. 20

