

BEGLA-136

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

ASSIGNMENT

(For July 2019 and January 2020 Sessions)

SECOND SEMESTER

**English at the Workplace
(BEGLA-136)**



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

ASSIGNMENT

ENGLISH AT THE WORKPLACE

(BEGLA-136)

Programme: BAG/2019/ 2020)
Course Code: BEGLA-136

Dear Student,

You are required to do **one** assignment for the course 'English at the Workplace'. 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.*

ASSIGNMENT
ENGLISH AT THE WORKPLACE
(BEGLA 136)

Programme: BAG/2019-2020
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Max. Marks: 100

Answer all questions

SECTION A

1. Read the following passage and answer the questions below in complete sentences:

There are two pillars of the cultural value system – loyalty to family and loyalty to community. One should not be in isolation to the other, because, successful societies are those which combine both harmoniously. As an Indian, I am proud to be part of a culture which has deep-rooted family values. We have tremendous loyalty to the family. We believe: Mathru devo bhava – mother is God, and pithru devo bhava – father is God. This is the essence of Indian values and one of our key strengths. Unfortunately, our attitude towards family life is not reflected in our attitude towards community behavior. The primary difference between the West and us is that, there, people have a much better societal orientation. They care more for the society than we do. Further, they generally sacrifice more for the society than us. This is where we need to learn from the West. In the West, there is respect for the public good. For instance, parks free of litter, clean streets, public toilets free of graffiti – all these are instances of care for the public good. On the contrary, in India, we keep our houses clean and water our gardens everyday – but, when we go to a park, we do not think twice before littering the place. Another interesting attribute, which we Indians can learn from the West, is their accountability. Irrespective of your position, in the West, you are held accountable for what you do. However, in India, the more ‘important’ you are, the less answerable you are. Dignity of labour is an integral part of the Western value system. In the West, each person is proud about his or her labour that raises honest sweat. On the other hand, in India, we tend to overlook the significance of those who are not in professional jobs.

(Extract from a speech by N. R. Narayana Murthy)_

1. According to the speaker, what is the mark of a successful society? (2)

2. What does this passage identify as the greatest strength of the Indian cultural value system? (2)
3. This passage focuses on one primary difference between Indians and people in the West. Briefly explain this difference. (2)
4. According to the speaker, what lessons can Indians learn from Western society? (Write your answer in about 5 sentences) (4)
5. Use the following in sentences of your own:
 - a. harmonious b. integral c. attribute d. accountable e. deep-rooted
 (2x5=10)

2. Complete the following sentences using the correct form of the word in brackets:
 - a) The first meeting of the committee was _____ (hold) yesterday.
 - b) He _____ all the money and left. (collect)
 - c) I need these visuals for the presentation I am _____ (prepare)
 - d) Several companies are ready _____ (hire) staff for their projects.
 - e) The retiring teacher _____ (give) a fond farewell by the students yesterday.
 - f) The ancient language Pali is _____ (speak) only by a few scholars.
 - g) He is very pleased because he has _____ (pass) the exam.
 - h) He took the _____ (wound) man to the hospital
 - i) The doctor looked at the _____ (swell) ankle.
 - j) Sania has a chance of _____ (win) the final match (2x10 =20)

SECTION B

3. You are a freelance editor with several years of work experience. Write an application for the position of sub-editor in a reputed publishing company. (15)
4. Prepare a short CV (Curriculum Vitae) clearly mentioning your career history, skills, achievements and any other details. (15)

SECTION C

5. You are planning to appear for an interview for the position of business analyst in a firm. Write out ten questions you expect to be asked and your answers to these questions. (10)
6. As senior manager of your office, write a memo to your office staff calling them for a meeting to discuss customer complaints. (10)
7. Prepare an outline of a presentation on any one of the following: (10)
 - i) Globalization and its impact on the Indian economy.
 - ii) India in the 21st Century.