

**BEGLA136**

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

**ASSIGNMENT**

**(For July 2020 and January 2021  
Sessions) SECOND SEMESTER**

**English at the Workplace  
(BEGLA136)**



**School of Humanities**  
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# ASSIGNMENT

## ENGLISH AT THE WORKPLACE

### (BEGLA136)

Programme: BAG/2020/ 2021)  
Course Code: BEGLA136

**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: 30<sup>th</sup> April, 2021**

**For December Examination: 31<sup>st</sup> October, 2021**

**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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**ENGLISH AT THE WORKPLACE**  
**(BEGLA136)**

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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:

Education is vital to the future of India, because it is the most important element in converting our youthful population into a national asset. We have 540 million Indians under the age of 25; if they are educated and trained properly to take advantage of all that 21st century India can offer them, they will constitute a 'demographic dividend' that will endow India with a productive workforce for the next three decades, while the rest of the world is ageing. Education is of course indispensable in the social transformation of our country and in building a just and equitable society here.

India has a younger population not only in comparison to advanced economies but also in relation to the large developing countries. As a result, the labour force in India is expected to increase by 32 per cent over the next 20 years, while it will decline by 4.0 per cent in industrialised countries and by nearly 5.0 per cent in China. This 'demographic dividend' can add immeasurably to our growth potential, provided two conditions are fulfilled. First, higher levels of health, education and skill development must be achieved. Second, an environment must be created in which the economy not only grows rapidly, but also enhances good quality employment and livelihood opportunities to meet the needs and aspirations of the educated youth.

The three important pillars of higher education are Access, Equity and Quality. We have rightly focused on universal access to education, in a country which at the time

of Independence had a literacy rate of only 17%. We have brought that upto 72%, but we still have a long way to go. Equity is vital, in order to ensure that our underprivileged communities and those at the bottom of the pyramid are not excluded from the benefits of education. But in the necessary focus on access and equity, we have arguably not done enough to promote quality.

1. How can we ensure that our youthful population constitutes a ‘demographic dividend’ in the future? (2)
2. What conditions should be fulfilled to ensure that the ‘demographic dividend’ adds to our growth potential? (2)
3. What are the three pillars of higher education? (2)
4. According to this passage, in what way is the labor force in India expected to change in comparison to the labour force in industrialized countries over the next 20 years? (2)
5. Give a suitable title to this passage. (2)
6. Use the following in sentences of your own:
  - (a) vital
  - (b) indispensable
  - (c) potential
  - (d) enhance
  - (e) underprivileged

2x5=10

2. Write short notes of about 150 words each on the following topics:

1. Differences between a portfolio and a resume.
2. Interpersonal skills
3. Body language during an interview
4. Dealing with difficult customers

5x4=20

3. Rewrite the following sentences as directed:

1. The members elected a new Chairperson yesterday (Change into passive voice)

2. The telephone was invented by Alexander Graham Bell (Change into active voice)
3. The \_\_\_\_\_(type) letters are ready for dispatch (use the appropriate form of 'type')
4. The prices \_\_\_\_\_ (go) up if it does not rain this month(use the correct form of 'go')
5. All the team members got together and \_\_\_\_\_(construct) a new model for the science project. (Use the correct form of 'construct')
6. The students are \_\_\_\_\_(conduct) a survey on reading preferences.(Use the correct form of 'conduct')
7. Successful projects work through proper \_\_\_\_\_(delegate) of work to team members.(Use the correct form of 'delegate')
8. The clerk at the customer service desk to \_\_\_\_\_ I spoke was very helpful (Choose one of the following to complete the sentence: who, whom, that)
9. The Recruiting Officer made a short list of candidates \_\_\_\_\_applications were very good. (Choose one of the following to complete the sentence: whom, whose, which, who)
10. We \_\_\_\_\_go through the contract carefully before signing it (complete using an appropriate modal)

(1x10=10)

### **SECTION B**

4. You are interested in applying for the position of 'Yoga teacher' in a reputed Physical Fitness Centre. Write a formal letter of application to the Secretary of the Centre expressing your interest in the position.  
(15)
5. Prepare a short Curriculum Vitae mentioning your career history, skills and other important details.  
(15)

### **SECTION C**

6. You are the head of the local branch of a company. Write a speech in around 250 words welcoming a new recruit who has recently joined your office.  
(10)
7. Prepare the outline of a presentation (in about 200 words) on the topic:  
"Working from Home: Advantages and Disadvantages."  
(10)