

BEGS 183

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

ASSIGNMENT

(For July 2020 and January 2021 Sessions)

THIRD SEMESTER

WRITING AND STUDY SKILLS

BEGS 183



School of Humanities

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

ASSIGNMENT
WRITING AND STUDY SKILLS
BEGS 183

Programme: BAG/2020-21
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, 2021
For December Examination	31st 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.

ASSIGNMENT
Writing and Study Skills

Programme: BAG/2020/2021
Course Code: BEGS 183
Max. Marks: 100

Answer all the questions in this assignment.

SECTION A

I. Write short notes on the following:

1. Strategies for reading critically.
2. Content words and function words.
3. Etiquette in email.
4. Persuasive writing
5. Using tree diagrams to organise notes.

5 x 5 = 25

SECTION B

II. Answer the following in about 150 words each:

6. Explain any three difficulties experienced by second language users in learning English vocabulary.
7. Describe the various steps in the 'process approach to writing'.
8. 'Gathering skills' are important study skills. What do you understand by the term 'gathering skills'?
9. Explain the 'Cornell note taking method'.

4 x 10 = 40

SECTION C

III. 10. Write a paragraph of about 150 words describing your town / village. (Refer Block 2 Unit 2 of your study material for hints to write the answer)

15

11. Write a composition of about 250 words on the topic:

"Encouraging good reading habits in school children"

(Your answer should have a clear introduction, body and conclusion). **20**