

ASSIGNMENT

(For July, 2026 and January, 2027 Sessions)

BEGAE 182: English Communication Skills



School of Humanities

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

BEGAE - 182

English Communication Skills (BEGAE - 182)

Course Code: BEGAE-182/2026-27

Dear Student

You are required to do one assignment for the Course titled English Communication Skills Code BEGAE-182, which will be a Tutor Marked Assignment (TMA) and will carry 100 marks. It will be based on blocks 1 to 4.

Aims: This assignment is concerned mainly with assessing your application and your understanding of the course material. You are not to reproduce chunks of information from the course material but to use the skills of critical appreciation that you may have acquired during the course of study. This assignment aims to teach as well as to assess your performance.

Instructions: Before attempting the questions please read the following instructions carefully.

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. Once you are satisfied with your answers, you can write down the final version for submission, writing each answer neatly and underlining the points you wish to emphasize. **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.

1. Write your Enrolment Number, Name, Full Address and Date on the top right corner of the first page of your response sheet(s).
2. Write the Course Title, Assignment Number and the Name of the Study Centre you are attached to in the centre of the first page of your response sheet(s).

The top of the first page of your response sheet should look like this:

ENROLMENT NO: NAME:

ADDRESS:

COURSE TITLE:

ASSIGNMENT NO:STUDY CENTRE:

DATE:.....

1. Use only full-size paper for your response and tag all the pages carefully.
2. Write the relevant question number with each answer.

Last Date for Submission of Assignment:

For June Examination: 31st March

For December Examination: 30th September

Good Luck!

BEGAE-182: English Communication Skills
Assignment July, 2026 & January, 2027 Sessions
(Based on Blocks 1 - 4)

Max. Marks: 100

Answer all questions.

1. Write short notes on any four of the following: **5 x 4 = 20**
 - a. Role of silence in communication
 - b. Subvocalising
 - c. Intonation
 - d. Creative reading
 - e. Macro functions of communication

2. Differentiate between: **5 x 4 = 20**
 - a. Verbal Communication and Non-Verbal Communication
 - b. Register and Jargon
 - c. Group Discussions at Interviews and Group Discussions in General
 - d. Formal and Informal Communication

3. Prepare a 5-minute presentation on any one of the following topics: **10**
 - a. AI in Education
 - b. Climate Change

4. During an interview, a group of five participants has been given the topic "Importance of work-life balance in the corporate era". Write a group discussion giving at least two turns to each participant. **10**

5. You recently attended a 3-day Professional Development Workshop organized by "SkillUp Institute." However, you found that the sessions did not cover the topics mentioned in the brochure, the speakers were frequently late, and the study material provided was of poor quality. Write a formal letter of complaint to the Program Coordinator, clearly stating the details of the workshop, listing specific grievances, and requesting a partial refund. **10**

6. Discuss the meeting etiquettes that one should follow while attending a meeting. Also give some recommendations on how a meeting should end. **10**

7. What do you understand by 'barriers in communication'? Elaborate on the different kinds of barriers that may arise when communicating. **20**