

**BACHELOR'S DEGREE PROGRAMME
(BDP)**

ASSIGNMENT

(For July, 2025 and January, 2026 Sessions)

Elective Course in English
Communication Skills in English



School of Humanities
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110068

**Elective Course in English
Communication Skills in English
(BEGE-103)**

**Programme: BDP
Course Code: BEGE-103/2025-26**

Dear Student

You will have one assignment for the Elective Course in English, BEGE-103, which will be a Tutor Marked Assignment (TMA) and will carry 100 marks. It will be based on blocks 1 to 7.

Aims: This assignment is concerned mainly with assessing your application and your understanding of the course material. You are not required 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.

1. Read the detailed instructions about the assignments given in the Programme Guide for Elective Courses.
2. Write your Enrolment Number, Name, Full Address and Date on the top right corner of the first page of your response sheet(s).
3. 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:

4. Use only foolscap size paper for your response and tag all the pages carefully.
5. Write the relevant question number with each answer.

6. You should write in your own handwriting.
7. **Submission:** The completed assignment should be sent to the Coordinator of the Study Centre allotted to you by **31st March** (For July Session) and **30th September** (For January Session).
8. Please read the instructions given in your Programme Guide.

Now read the following guidelines carefully before answering questions.

GUIDELINES FOR TMAs

You will find it useful to keep the following points in mind:

1. **Planning:** Read the questions carefully. Go through the units on which they are based. Make some points regarding each question and then rearrange these in a logical order. And please write the answers in your own words. Do not reproduce passages from the units.
2. **Organisation:** Be a little more selective and analytic before drawing up a rough outline of your answer. In an essay-type question, give adequate attention to your introduction and conclusion. The introduction must offer your brief interpretation of the question and how you propose to develop it. The conclusion must summarise your response to the question. In the course of your answer, you may like to make references to other texts or critics as this will add some depth to your analysis.

Make sure that your answer:

- (a) is logical and coherent;
 - (b) has clear connections between sentences and paragraphs;
 - (c) is written correctly giving adequate consideration to your expression, style and presentation;
 - (d) does not exceed the number of words indicated in your question.
3. **Presentation:** 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 may be aware that **you need to submit your assignments before you can appear for the Term End Exams. Please remember to keep a copy of your completed assignment, just in case the one you submitted is lost in transit.**

Good luck with your work!

BEGE-103
Communication Skills in English
Assignment 2025-2026
(Based on Blocks 1-7)

Course Code: BEGE-103/2025-2026

Max. Marks: 100

Attempt all questions.

1. What are the constituents of Verbal Communication? Discuss. 10
2. Discuss the advantages of visual communication. 10
3. What do you understand by semantic and linguistic barriers to communication? 10
4. Differentiate between Code mixing and Code switching. 10
5. Define Dialect. How is it different from accent and style? 10
6. You come across an advertisement for tennis rackets. You want to buy one for yourself. Write an email to find out the sizes of the tennis rackets, the price of the racket. and the mode of payment. 10
7. You recently came across an advertisement in the Weekly Employment Magazine for the position of consultant at a reputed NGO. Write a formal letter of application in response to the advertisement, highlighting your qualifications, relevant experience, and reason for applying. 10
8. Write five sets of short dialogues between A and B on the topic of pollution control. Each dialogue should focus on a different type of pollution (air, water, noise, land, and plastic) and highlight the importance of controlling it, along with possible solutions. 10
9. Write a letter to Prof. J.P. Singh, Department of Physics, University of Allahabad, requesting him to write a letter of recommendation on your behalf. Describe the job and update Prof. Singh on your accomplishments since you worked for him as a research assistant. 10
10. Write short notes: 10
 1. Negotiation Skills.
 2. Cross-cultural Communication.