

Bachelor's Degree Programme (BDP)

ASSIGNMENT
(For July 2026 and January 2027 Sessions)

ELECTIVE COURSE IN ENGLISH
(BEGE-104)
English for Business Communication



Elective Course in English
English for Business Communication (BEGE-104)

Programme: BDP
Course Code: BEGE-104/2026-27

Dear Student

You will have one assignment for the Elective Course in English BEGE-104 English for Business Communication, which will be a Tutor Marked Assignment (TMA) and will carry 100 marks.

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. 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 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:.....
STUDY CENTRE:.....
DATE:.....

3. Use only foolscap size paper for your response and tag all the pages carefully.

4. Write the relevant question number with each answer.
5. You should write in your own handwriting
6. **Submission:** The completed assignment should be sent to the Coordinator of the Study Centre allotted to you **by 31st March 2027 (For July, 2026 Session) and 30th September, 2027 (For January, 2027 Session)**. Please read the instructions given in your Programme Guide.

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 emphasise.

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-104
English for Business Communication
Assignment 2026-27

Course Code: BEGE-104/2026-27
Max. Marks: 100

Attempt all the questions.

1. As a researcher you have conducted a survey of students to evaluate their experiences with online learning. Write a report based on the responses received, focusing on the advantages, challenges, and suggestions made by students. 10
2. Complete the sentences with the correct participle forms of the verbs given below. 10

write, steal, drive, fly, cut, sing, shake, spend, build, wear

- a. The national anthem was beautifully _____ by the choir.
 - b. Someone has _____ my bicycle from outside the shop.
 - c. She was _____ a traditional dress at the ceremony.
 - d. The old bridge was _____ more than a century ago.
 - e. The bird has _____ away from its nest.
 - f. The letter was _____ by hand.
 - g. He was _____ with fear during the earthquake.
 - h. He has _____ all his savings on books.
 - i. The vegetables were freshly _____ from the garden.
 - j. She felt exhausted after _____ all night.
3. You want to borrow books for a project. Write a dialogue between you and the librarian asking for assistance. 10
 4. Attempt **any one** of the following: 10
 - a. Write a telephone conversation between you and the manager of a banquet hall to enquire about booking the venue for a family function.
 - b. Write a telephone conversation between you and a bank official to seek information about opening a savings account and the documents required.
 5. Rewrite the following sentences using the passive form. First one is done for you as an example. 5

They planted hundreds of trees in the park.
Hundreds of trees were planted in the park.

- a. Someone has broken the window.
- b. He must finish the work before Friday.

- c. They will announce the winners next week.
- d. They had closed the shop before sunset.
- e. People make tea from tea leaves.

6. Complete these words or expressions using the words below.

5

behind, around, across, above, near

- a. The painting hangs _____ the fireplace.
- b. The school is located _____ the post office.
- c. The cat jumped _____ the wall and disappeared.
- d. The river flows _____ the village.
- e. The children gathered _____ the campfire.

7. Define 'portfolio' and explain its significance in business communication. What types of documents and materials are typically included in a professional portfolio? 10

8. In the following memo the linking words and phrases are missed out. Choose the most appropriate word or phrase from the ones given. 10

(Moreover, Therefore, However, Besides, Consequently)

Memo from: Principal
To: All Students
Date: 10th February 2026
Ref No.: SP/2026/02

The school will organize a Book Fair from 20th to 22nd February in the school auditorium. Students will have access to a wide range of books, including fiction, biographies, and reference materials. (i) _____, several authors will visit the fair and interact with students.

Special discounts will be available on selected titles. (ii) _____, students are encouraged to bring sufficient funds if they wish to purchase books. The fair will remain open during school hours. (iii) _____, classes will continue according to the regular timetable.

Students are requested to maintain discipline while visiting the fair. (iv) _____, they should also follow the instructions given by teachers and volunteers.

The school has received an enthusiastic response from students for the event. (v) _____, additional counters will be set up to manage the expected footfall.

9. Read the following advertisement carefully and write an application letter applying for the post of Content Writer. Prepare a suitable CV to be sent with the application. 5+5=10

TechNova Solutions Pvt. Ltd.

A leading software company requires a Content Writer for its corporate communications team. Applicants should hold a Bachelor's degree in English, Journalism, or Mass Communication. Excellent writing, editing, and computer skills are essential. Fresh graduates may also apply. Apply to: HR Manager, TechNova Solutions, Sector 62, Noida.

10. As the President of the Photography Club of your college, draft a notice inviting entries for a Photography Contest on the theme "Nature Around Us." 10

11. Complete the sentences with suitable phrasal verbs: 10

(back up, take up, drop off, put out, hand in, got over, check in, turn on, take off, carry out)

- a) The students must _____ their assignments by Friday.
- b) The firefighters worked hard to _____ the fire.
- c) She finally _____ her fear of public speaking.
- d) The plane will _____ at 8:30 a.m.
- e) Can you _____ the fan? It is very hot today.
- f) Please _____ your files regularly to avoid losing data.
- g) The scientist will _____ an experiment to test the theory.
- h) She decided to _____ painting as a hobby.
- i) He promised to _____ the package at my house on his way home.
- j) Passengers are requested to _____ at least two hours before departure.