

BEGS 183

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

ASSIGNMENT

(For July 2026 and January 2027 Sessions)

THIRD SEMESTER

WRITING AND STUDY SKILLS

BEGS 183



School of Humanities

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Delhi-110 068

WRITING AND STUDY SKILLS

BEGS 183

Programme: BAG/2026-27

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 clarify how you 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 31st March

For December Examination 30th September

Good Luck!

Note: Remember that 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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Max. Marks: 100

Answer all questions in this assignment.

SECTION A

I. Write short notes on the following: **5x5=25**

1. The three main language functions.
2. The process approach to writing.
3. Developing a paragraph according to spatial relationships.
4. The salient features of a report.
5. Differences between a summary and a paraphrase.

SECTION B

II. Answer the following in about 150 words each: **10x4=40**

6. “While writing, we need to develop the skill of analyzing as well as synthesizing.”

Explain.

7. Briefly describe the Cornell note-taking method.

8. Explain how the structure of a formal letter differs from that of an informal letter.

9. Describe ‘gathering skills’ with reference to study skills. Why do students need good gathering skills?

SECTION C

- III. Write a paragraph of about 150 words on the following topic. Underline the topic sentence after writing the paragraph.

15

“The importance of encouraging creativity in young children.”

- IV. Write a well-developed composition on the topic given below: 20

‘The Impact of Climate Change on the 21st century World’

(your composition should have a clear introduction, body and conclusion).