

# [Ignou eeg-03](https://assignbuster.com/ignou-eeg-03/)

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Bachelor's Degree Programme (BDP) ASSIGNMENT (For July 2010 and January 2011 sessions) Commrcnication Skills in English Elective Course in English - 03 School of Humanities Indira Gandhi National Open University Maidan Garhi, New Delhi - 110 068 Elective Course in English (EEG 03) Communication Skills in English ASSIGNMENT Programme: BDP Course Code: EEC-03 I lcrcwith is an assignment for you. Through this assignment we would help you i n assessing your progress in the studq ofthis course. I3cli)r. c attempting the assignment read the directions given below: I. In this assignment two kinds o f questions have been asked. 'I'he first. such as I(b) and 5 arc based on the materials presented in the units and the second are questions that test your communication skills -- such as I(a), 2. 3, and 4. The first kind o f questions test your comprchcnsion o f the materials prcscntcd in the units. 'l'hc second kind will test your ability to creatively apply them in real life situation. 'l'hc aim ol'this coi~rsc to enable you to use the English language in real life situations dlkctivcly and creativclq. Most is ofthe questions are o f the second kind, as they will help y o ~to use English. i 2. Rend the units carefully in order to answer the first type of'questions. You must also read ncwspnpcr. and ~iiaqn/incs. And also listen to the English news broadcasts on the radio and watch the nes lclecals on the I V. I'hcse will help you in gaining proticiency in spoken Ikglish. Kcop the purity of'your language and readability o f your answer in mind if yo11wish to pet a high grade. 3. While uritinp the assignment keep the following in mind: I ) Kcad the detailed instructions on assignments given in the Programme Guide for the Elective Courses. 2 ) Write qour name. enrolment number, full address and date on the top right-hand-corner ol')our nn cr hect(s). 3 ) M'ritc the Course I'itle, Assignment Number and the name o f the Study Ccntrc you are attached to on the lirst page oi'your response sheet(s). I hc iirst pagc o f the assignments booklet should look like this: . ............. -. ENROL, MENT NO.: .................................... N A M E : ................................................... AIIDKESS: .............................................. .. Course 'l'itlc .......................... Assignment N o ...................... Stud! Centre......................... 4) [ 'SL. on14 1i)olscap size paper for your response and tag all the pages carefully. 5 ) WI ito the relevant question number u i t h cach answer. 6) 'YOLI 7) hould nritc in your own handwriting. S~~bmis, ion. 1he completed assignnieiit should bc sent to the Coordinator of thc Stud) Ccntrc allotted to ~OLI I ho la date for sub$ission of this assignment arc: a) 31" March, 201 1 for July 2010 session, 'uid I)) 30Ih September 201 I for January 201 1 session. Elective Course in English (EEG 03) Communication Skills in English ASSIGNMENT Programme: BDP Assignment Code: EEC-03/TMA/2009-I O Max Marks: (20x5) = 100 Answer all the questions below: I. a) Your organization wants its employees to participate in an orientation programme to gain proficiency in Hindi. Write a circular to this effect. b) What according to you are the qualities o f a good memo? 2. Write a piece o f conversation on phone between you and your friend who has invited you for a dinner tonight. 20 3. Write a speech in favour o f the motion 'India should show Zero tolerance towards the Terrorists'. 20 20 4. Adapt a popular nursery rhyme into a T. V. drama. 5. What according to you is the role o f a camera in a documentary? 20 SOH/lGSOU/P. 0. 2T/May, 20 10 Printed at : Sita Fine Arts Pvt. Ltd., Sew Delhi-28