

# Ignou eeg-03

Sociology, Communication



Bachelor's Degree Programme (BDP) ASSIGNMENT (For July 2010 and January 2011 sessions) Communication 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

This is an assignment for you. Through this assignment we would help you in assessing your progress in the study of this course. In attempting the assignment read the directions given below:

- In this assignment two kinds of questions have been asked. The first, such as 1(b) and 5 are based on the materials presented in the units and the second are questions that test your communication skills -- such as 1(a), 2, 3, and 4. The first kind of questions test your comprehension of the materials presented in the units. The second kind will test your ability to creatively apply them in real life situation. The aim of this course is to enable you to use the English language in real life situations effectively and creatively. Most of the questions are of the second kind, as they will help you to use English.
- Read the units carefully in order to answer the first type of questions. You must also read newspapers and magazines. And also listen to the English news broadcasts on the radio and watch the news channels on the TV. This will help you in gaining proficiency in spoken English. Keep the purity of your language and readability of your answer in mind if you wish to get a high grade.
- While writing the assignment keep the following in mind: 1) Read the detailed instructions on assignments given in the Programme Guide for the Elective Courses. 2) Write your name, enrolment number, full address and date on the top right-hand-corner of your notebook(s). 3) Mark the

Course title, Assignment Number and the name of the Study Centre you are attached to on the first page of your response sheet(s). The first page of the assignments booklet should look like this: . . . . . - . ENROL, MENT

NO.: . . . . . N A M E : . . . . .

ADDRESS: . . . . . .. Course title . . . . .

Assignment No . . . . . Study Centre . . . . . 4) [ 'SL. on 14

1) Use A4 size paper for your response and tag all the pages carefully. 5) Write

the relevant question number with each answer. 6) Write neatly

in your own handwriting. 7) The completed assignment should be

sent to the Coordinator of the Study Centre allotted to you on the date for

submission of this assignment: a) 31" March, 2011 for July 2010 session,

b) 30th September 2011 for January 2011 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: 1. 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 of a good

memo? 2. Write a piece of conversation on phone between you and your

friend who has invited you for a dinner tonight. 20 3. Write a speech in

favour of 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 of a camera in a documentary? 20

SOH/IGSOU/P. 0. 2T/May, 2010 Printed at : Sita Fine Arts Pvt. Ltd., New Delhi-

28