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Dr. Babasaheb Ambedkar Open University

(Established by Government of Gujarat)

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FEB-2017

(Bachelor's Degree Programme):- (B.D.P.)

EEG-03,04

Communication Skills in English :- (EEG-03)

English for Practical Purpose :- (EEG-04)

IMPORTANT INSTRUCTIONS

- Students have to download assignments from University website.
- It is compulsory to submit assignments to appear in exam.
- Exam-form will not be accepted from the student who has not submitted assignment on or before given date.
- Last date for the submission of assigned work to your study center is **30/07/2017**. After this date, assignments will not be accepted.
- It is necessary to obtain the receipt of submission of assignments from the study center.
- Make sure to collect your evaluated assignments from your study center along with evaluation sheet.
- Students can check their assignments marks on university website after a certain period needed for administrative procedures.

Dear Student,

This booklet contains all the assignments of the compulsory courses of B.A. (English) :

EEG-03

Communication Skills in English

EEG-04

English for Practical Purpose

Each course will comprise one assignment of 100 marks. With 36% Passing Criteria. This assignment will be tutor marked.

Aims: The TMAs are concerned mainly with assessing your application and 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. These assignments aim to teach as well as to assess your performance. Please ensure that you read the texts and the accompanying study guides that we have prepared for you. Let me repeat: You must read all the texts Prescribed. Do make points as you go along. If there is anything you do not understand, please ask Your Counselor at the Study Centre for clarification once you are able to do the assignments satisfactorily, You will be ready to take the exam with confidence.

Instructions: Before attempting the assignment please read the following instruction carefully.

1. Read the detailed instructions about the assignments given in the programme Guide for Elective Courses.
2. Write your Roll 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 at the centre of the first page of your response sheet (s)

The top of first page of your response sheet should look like this:

ROLL NO: _____

NAME: _____

ADDRESS: _____

COURSE TITLE: _____

ASSIGNMENT: _____

STUDY CENTRE: _____ DATE: _____

4. Use only fullsize 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 sent be to the Coordinator of the Study Centre allotted to you by_____.

Dr. Babasaheb Ambedkar Open University
Communication Skills in English :- (EEG-03)

Last Date of Submission:- 30/07/2017

Marks- 100

Q.A. Write Descriptive Answers of the below given questions. (500 words) (20x20 =40)

1. Discuss the formal conversation; how it is different from Informal conversation?.

OR

Explain the concept of communication by differentiating formal Letters from Informal letters.

2. Discuss the general format of informal reports with relevant examples.

OR

Discuss the difference between Diaries, Notes, Tables.

Q. B Write answers of the below given questions. (300 words) (Any Two) (2x 15 =30)

1. Discuss the basics about the Seminar Talks.
2. Discuss the significant aspects for letters to the Editor.
3. Mass Media: Documentary and feature programmes.
4. Discuss the basic skills to Manage the Interview.

Q. C Fill in the blanks. (any ten)

(1x10= 10)

1. _____ is to convert a message from its coded form to its original form and thus reveal its meaning.
A. Decode B. Encode C. Feedback D. To Assess
2. _____ is to embody a message in a particular set of signals according to the rules that particular code.
A. Decode B. Encode C. Feedback D. To Assess
3. _____ is a person who puts out a message in a communication channel.
A. Sender B. Receiver C. Photogenic D. Radiogenic.
4. _____ is a person who takes the message from the communication channel.
A. Sender B. Receiver C. Photogenic D. Radiogenic.
5. _____ is the common, agreed way of doing things.
A. Plosive B. Evanescent C. Convention D. Verbatim.
6. _____ is repeating the words used by the original speaker or writer exactly.
A. Plosive B. Evanescent C. Convention D. Verbatim.
7. _____ is a reason given to support or disapprove something.
A. Evocative B. Argument C. Inference D. Phonemes.
8. _____ is the meaning which one draws from what has been said.
A. Evocative B. Argument C. Inference D. Phonemes.
9. _____ is the advantage of being first.
A. Primacy B. Authenticity C. Brevity D. Provocative.
10. _____ is likely to 'call forth' or 'challenge' someone to action.
A. Primacy B. Authenticity C. Brevity D. Provocative.
11. _____ is a kind of thinking that one requires to for new ideas.
A. Fallacy B. Lateral Thinking C. Argument D. Information.
12. _____ is any perceptible signal which can be used as a sign.
A. Fallacy B. Lateral Thinking C. Argument D. Information.

D. Write short note. (Any Four)

(4 x 5 = 20)

1. Discuss the characteristic features of the language used in notes.
2. The importance of the receiver's point of view in writing for radio.
3. The things to be kept in mind while attempting to write an article for a journal.
4. Describe the role of 'storyboard' in preparing script for television.
5. The types of television drama.

**Dr. Babasaheb Ambedkar Open University
English for Practical Purpose -04 (EEG-04)**

Last Date of Submission 30/07/2017 Marks- 100

Q.A. Write Descriptive Answers of the below given questions. (500 words) (20x20 =40)

1. 'How to develop the critical and evaluative Comprehension ability'? – Elaborate.

OR

1. Describe the functions and structure of Abstract.
2. Explain in detail – 'Generalisation, Classification, and Explication'.

OR

2. What is the difference between face to face communication and face to face Interactions?

Q. B Write answers of the below given questions. (300 words) (Any Two) (2x 15 =30)

1. Discuss the taking Notes and preparing Minutes.
2. Discuss the significant differences between memo and letter.
3. Discuss the difference between Instructions and Illustrations
4. Describe the different types of communications in brief.

Q. C Fill in the blanks. (any ten)

(1x10= 10)

1. _____ is a list and explanation of selected words, phrases and terms from a text.
A. Glossary B. Vote of Thanks C. Definition D. Description.
2. _____ is a description of a thing by its properties.
A. Glossary B. Vote of Thanks C. Definition D. Description.
3. _____ is an account of anything in words.
A. Glossary B. Vote of Thanks C. Definition D. Description.
4. _____ is the power of understanding.
A. Glossary B. Vote of Thanks C. Definition D. Comprehension.
5. _____ is the conclusion based on facts or reasoning.
A. Narration B. Evaluative C. Narrative Composition D. inference.
6. _____ is the act of telling a story.
A. Narration B. Evaluative C. Narrative Composition D. inference.
7. _____ is the quality of being brief.
A. Evocative B. Authenticity C. Brevity D. Phonemes.
8. _____ is the act of putting together words to tell something.
A. Narration B. Evaluative C. Narrative Composition D. inference.
9. _____ is deciding the value of something.
A. Narration B. Evaluative C. Narrative Composition D. inference.

10. _____ is not planned or suggested by something outside.
A. Spontaneous B. Parameters C. Vertigo D. Abyss.
11. _____ is a hole so deep that it seems to have no bottom.
A. Spontaneous B. Parameters C. Vertigo D. Abyss.
12. _____ are factors which control the way a thing is done.
A. Spontaneous B. Parameters C. Vertigo D. Abyss.

Q. D. Write short note. (Any Four)

(4 x 5 = 20)

1. Greetings at the workplace
2. Elements of a Report
3. The things to be kept in mind while attempting to write an article for a journal.
4. The kinds of business letters in brief
5. The different types of communications in brief.