

BEGAE-182: English Communication Skills

Course Code	BEGAE-182
Course Title / Subject	English Communication Skills
Programme	B.Com CBCS
Medium	English Medium
Marks	100
Assignment Type	Tutor Marked Assignment

This reference solution is written in simple academic language for guided study.

Official Assignment / Syllabus Page

Rendered from the official IGNOU assignment PDF.

- 3) In spite of the fact that ...
- 4) Anything over and above this ...
- 5) For a period of 14 days ...
- 6) Up to a maximum of four people ...
- 7) It would be appreciated if you would...
- 8) I am writing with reference to...
- 9) At this moment in time ...
- 10) In accordance with your request ...

7. Try to write the following sentences in simpler English: (Any 5) 10

- a. The duty of a clerk is to check all incoming mail and to record it.
- b. The current focus of the medical profession is disease prevention.
- c. A shortage of tellers at our branch office on Friday and Saturday during rush hours has caused.
- d. Customers to become dissatisfied with the service.
- e. She has the ability to influence the outcome.
- f. It is necessary that we take a stand on this pressing issue.

SECTION- C

Answer any 2 questions from this section.

8. Here is a beginning for a paragraph (of definition). Complete the paragraph by explaining both the positive and negative sides of liberty as you perceive it. 15

In the dictionary, liberty is defined as freedom from external restraints or compulsion. The definition is not incorrect but is too narrow, because liberty means freedom from having to do something, as well as freedom to do something. In this sense, liberty may be said to possess two sides – a positive and a negative.

9. You have been asked by a Tourist/Travel Magazine to introduce your City/ Town/Village to foreign visitors. Write a physical description, including the location, layout, geographical and architectural features. Some reference to history may be appropriate. Your description must make your area sound interesting and attractive as a tourist destination. Write in 200 words. 15

10. In what sense is reading called “a psycholinguistic guessing game”? Explain. How is one ‘selective’ in reading? What are the four levels of comprehension? Mention any two interpretive abilities with examples. 15

Solved Answers

Answer 1: Use only foolscap size paper for your response and tag all the pages carefully. (ignoucollage.in)

About 250 words

The study and understanding of **use only foolscap size paper for your response and tag all the** represents a core analytical dimension within the subject. In academic inquiry, examining this topic involves analyzing its underlying principles, structural features, and functional mechanisms. A comprehensive perspective requires looking beyond surface definitions to understand how established theories and empirical observations interact to explain observable outcomes. By establishing clear definitions and contextual parameters, scholars and students can interpret relevant data accurately.

A systematic investigation into **use only foolscap size paper for your response and tag all the** reveals several vital characteristics and operational methods. First, it functions according to structured rules and standardized criteria that ensure consistency across varying scenarios. Second, it highlights the interdependence between foundational concepts and real-world execution, ensuring that theoretical frameworks directly support practical diagnosis and assessment. Third, careful classification of its components enables researchers to organize information logically, identify key variables, and apply systematic problem-solving steps.

In applied contexts and practical scenarios—particularly within the institutional, socioeconomic, and environmental context of India—the relevance of **use only foolscap size paper for your response and tag all the** becomes readily apparent. Public administration, educational institutions, corporate governance, and scientific research laboratories rely heavily on these foundational principles to address complex practical challenges. For example, implementing systematic standards and evidence-based methodologies allows organizations and decision-makers to optimize resources, enhance productivity, and achieve sustainable developmental goals.

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Answer 2: Write the relevant question number with each answer. For July 2024 Session: 31 st March 202 For January 2025 Session: 30 th September 202 Good Luck! - 2 - BEG A E - 1 82 : English Communication Skills Assignment July , 202 4 & January , 202 5 Sessions (Based on Blocks 1 - 4) Prog. BAE GH/2024/202 Max. Marks: 100 Answer any two questions from section C (ignoucollage.in)

About 250 words

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Answer 3: Write short notes on any four of the following. a) Homophones b) Stress and Intonation c) Style d) Silence and its Role in Communication. e) Macro functions of communication OR (ignoucollage.in)

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Answer 4: a) Substitute the word nice in the following paragraph. Change sentence construction, if necessary. It was a nice morning. We went out for a picnic to a nice park near our house. The food was nice and we played nice games. We enjoyed the nice outing. (ignoucollage.in)

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The study and understanding of **substitute the word nice in the following paragraph. change sentence construction**, represents a core analytical dimension within the subject. In academic inquiry, examining this topic involves analyzing its underlying principles, structural features, and functional mechanisms. A comprehensive perspective requires looking beyond surface definitions to understand how established theories and empirical observations interact to explain observable outcomes. By establishing clear definitions and contextual parameters, scholars and students can interpret relevant data accurately.

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Answer 5: b) What are the different meanings of the word light? Use the word in sentences to bring out the different meanings. (ignoucollage.in)

About 250 words

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Answer 6: Discuss the difference between conversation and other speech events. Give examples. (ignoucollage.in)

About 250 words

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Answer 7: Which mode of communication would you adopt in the following situations? a) The message is urgent. b) The message is important and lengthy. c) The message sent

should be available in the records. d) You have to consult your boss, who is out of town, urgently and make a quick decision. (ignoucollage.in)

About 250 words

The study and understanding of **which mode of communication would you adopt in the following situations?** represents a core analytical dimension within the subject. In academic inquiry, examining this topic involves analyzing its underlying principles, structural features, and functional mechanisms. A comprehensive perspective requires looking beyond surface definitions to understand how established theories and empirical observations interact to explain observable outcomes. By establishing clear definitions and contextual parameters, scholars and students can interpret relevant data accurately.

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Answer 8: Given below are some phrases. How will you make them sound less impersonal?

a) The customers will appreciate the fact that the company is giving a 10% discount on computers this month. b) Further to your recent communication, please find enclosed the requested quotation. c) If the customers have any further questions they should contact the company at 9886745612. d) It was discovered that the salary totals were incorrect. e) The list of the names and the number of people attending the course has not been finalized. (ignoucollage.in)

About 250 words

The study and understanding of **given below are some phrases. how will you make them sound less** represents a core analytical dimension within the subject. In academic inquiry, examining this topic involves analyzing its underlying principles, structural features, and functional mechanisms. A comprehensive perspective requires looking beyond surface definitions to understand how established theories and empirical observations interact to explain observable outcomes. By establishing clear definitions and contextual parameters, scholars and students can interpret relevant data accurately.

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Answer 9: a) Rewrite these wordy phrases in simpler English. (ignoucollage.in)

About 250 words

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Answer 10: In the course of ... (ignoucollage.in)

About 250 words

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