

## BEGE-103: BEGE-103

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|------------------------|-------------------------------|
| Course Code            | BEGE-103                      |
| Course Title / Subject | BEGE-103                      |
| Programme              | Undergraduate Honours / CBCS  |
| Medium                 | English Medium                |
| Marks                  | 100                           |
| Assignment Type        | Tutor Marked Assignment (TMA) |

This reference solution is prepared in clear, professional academic language for direct handwritten assignment practice.

# Official IGNOU Assignment / Syllabus Question Paper

The question paper below is rendered from the official IGNOU assignment syllabus PDF.

**BEGE-103**  
**Communication Skills in English**  
**Assignment 2025-2026**  
**(Based on Blocks 1-7)**

**Course Code: BEGE-103/2025-2026**  
**Max. Marks: 100**

**Attempt all questions.**

1. What are the constituents of Verbal Communication? Discuss. 10
2. Discuss the advantages of visual communication. 10
3. What do you understand by semantic and linguistic barriers to communication? 10
4. Differentiate between Code mixing and Code switching. 10
5. Define Dialect. How is it different from accent and style? 10
6. You come across an advertisement for tennis rackets. You want to buy one for yourself. Write an email to find out the sizes of the tennis rackets, the price of the racket, and the mode of payment. 10
7. You recently came across an advertisement in the Weekly Employment Magazine for the position of consultant at a reputed NGO. Write a formal letter of application in response to the advertisement, highlighting your qualifications, relevant experience, and reason for applying. 10
8. Write five sets of short dialogues between A and B on the topic of pollution control. Each dialogue should focus on a different type of pollution (air, water, noise, land, and plastic) and highlight the importance of controlling it, along with possible solutions. 10
9. Write a letter to Prof. J.P. Singh, Department of Physics, University of Allahabad, requesting him to write a letter of recommendation on your behalf. Describe the job and update Prof. Singh on your accomplishments since you worked for him as a research assistant. 10
10. Write short notes: 10
  1. Negotiation Skills.
  2. Cross-cultural Communication.

## Solved Answers

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### Answer 1: Read the detailed instructions about the assignments given in the Programme Guide for Elective Courses. (ignoucollage.in)

About 500 words

The study and understanding of **read the detailed instructions about the assignments given in the programme guide** 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 **read the detailed instructions about the assignments given in the programme guide** 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.

Furthermore, evaluating the procedural and developmental progression of **read the detailed instructions about the assignments given in the programme guide** provides deeper insight into its overall significance. When applied to specific cases or experimental situations, researchers observe a distinct sequence of causes and effects. Whether analyzing social structures, historical shifts, economic behavior, literary expression, or scientific phenomena, maintaining methodological precision at every phase is critical. Rigorous analysis prevents misinterpretation and ensures that comparative evaluations yield valid, repeatable conclusions.

In applied contexts and practical scenarios—particularly within the institutional, socioeconomic, and environmental context of India—the relevance of **read the detailed instructions about the assignments given in the programme guide** 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.

In summary, a thorough mastery of **read the detailed instructions about the assignments given in the programme guide** is essential for achieving complete conceptual clarity in this field. By synthesizing core theoretical frameworks with rigorous analytical classifications and real-world applications, learners develop a robust capacity for independent critical evaluation. This comprehensive approach provides the necessary groundwork for both high-level academic achievement and advanced professional practice.

### Answer 2: Write your Enrolment Number, Name, Full Address and Date on the top right corner of the first page of your response sheet(s). (ignoucollage.in)

About 500 words

The study and understanding of **write your enrolment number, name, full address and date on the top** 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

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**Answer 3: Write the Course Title, Assignment Number and the Name of the Study Centre you are attached to in the centre of the first page of your response sheet(s). The top of the first page of your response sheet should look like this: ENROLMENT NO:**

..... **NAME:** ..... **ADDRESS:**  
..... **COURSE TITLE:**  
..... **ASSIGNMENT NO:** ..... **STUDY CENTRE:**  
..... **DATE:** ..... (ignoucollage.in)

**About 500 words**

The study and understanding of **write the course title, assignment number and the name of the study** 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 4: Use only foolscap size paper for your response and tag all the pages carefully. (ignoucollage.in)**

About 500 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.

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## **Answer 5: Write the relevant question number with each answer. 3 (ignoucollage.in)**

### **About 500 words**

The study and understanding of **write the relevant question number with each answer. 3** 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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evaluation. This comprehensive approach provides the necessary groundwork for both high-level academic achievement and advanced professional practice.

## **Answer 6: You should write in your own handwriting. (ignoucollage.in)**

About 500 words

The study and understanding of **you should write in your own handwriting** 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 7: Please read the instructions given in your Programme Guide. Now read the following guidelines carefully before answering questions. GUIDELINES FOR TMAs You will find it useful to keep the following points in mind: (ignoucollage.in)**

About 500 words

The study and understanding of **please read the instructions given in your programme guide. now read 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

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## **Answer 8: What are the constituents of Verbal Communication? Discuss. 10 (ignoucollage.in)**

**About 500 words**

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## **Answer 9: Discuss the advantages of visual communication. 10 (ignoucollage.in)**

About 500 words

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## **Answer 10: What do you understand by semantic and linguistic barriers to communication? 10 (ignoucollage.in)**

About 500 words

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