

BEGLA-136: English at the Workplace

Course Code	BEGLA-136
Course Title / Subject	English at the Workplace
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

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ASSIGNMENT
(For July 2024 and January 2025 Sessions)
English at the Workplace
(BEGLA 136)

Programme: BAG/2024-20245

Course Code: BEGLA 136

Max. Marks: 100

Answer all the given questions.

SECTION A

1. Write short notes on the following:

5x4=20

- a) Types of customers at the workplace
- b) Characteristics of Work Ethics.
- c) Common Trends in E Communication
- d) Behavior Code at the Workplace.

SECTION B

10x4=40

- 1. Briefly write about your dream job and how you plan to make it a reality?
- 2. Discuss the importance of body language during interviews.
- 3. Make a presentation for your organization on why you think it is essential to have a portfolio while apply for a position in an organization.
- 4. You are interested in applying for the position of a web designer in a company. Write a covering letter for this position, showing how you are suitable for the job.

SECTION C

20X2=40

- 1. Prepare a CV (Curriculum Vitae) for a job you wish to apply for, mentioning your qualifications, work experience achievement etc. relevant to the job.
- 2. You are planning to appear for an interview for the position of a English Language Trainer in a reputed institution. Write out ten questions you expect to be asked and your answers to these questions.

Solved Answers

Answer 1: Write short notes on the following: a) Types of customers at the workplace b) Characteristics of Work Ethics. c) Common Trends in E Communication d) Behavior Code at the Workplace. (ignoucollage.in)

About 250 words

The study and understanding of **following: a) types of customers at the workplace b) characteristics of work** 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 **following: a) types of customers at the workplace b) characteristics of work** 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 **following: a) types of customers at the workplace b) characteristics of work** 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 **following: a) types of customers at the workplace b) characteristics of work** 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: Briefly write about your dream job and how you plan to make it a reality? (ignoucollage.in)

About 250 words

The study and understanding of **briefly write about your dream job and how you plan to make** 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 3: Discuss the importance of body language during interviews. (ignoucollage.in)

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Answer 4: Make a presentation for your organization on why you think it is essential to have a portfolio while apply for a position in an organization. (ignoucollage.in)

About 250 words

The study and understanding of **make a presentation for your organization on why you think it is** 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: You are interested in applying for the position of a web designer in a company. Write a covering letter for this position, showing how you are suitable for the job. (ignoucollage.in)

About 250 words

The study and understanding of **you are interested in applying for the position of a web designer** 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 6: Prepare a CV (Curriculum Vitae) for a job you wish to apply for, mentioning your qualifications, work experience achievement etc. relevant to the job. (ignoucollage.in)

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The study and understanding of **prepare a cv (curriculum vitae) for a job you wish to apply** 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: You are planning to appear for an interview for the position of a English Language Trainer in a reputed institution. Write out ten questions you expect to be asked and your answers to these questions. (ignoucollage.in)

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The study and understanding of **you are planning to appear for an interview for the position of** 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

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