



KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

Home Assignment

BCOM/BBA/BCA

English for Professional Studies

GEPS S2 04

2nd Semester, 2020

Total Marks=50

Assignments are required to be written in your own language. Copying in total from the learning material will carry less score

A. Answer the following questions in about 50 words:

2X4=8

Q1. Rewrite the sentences using the verbs in brackets in their correct tense forms:

- a. I (buy) a bicycle last week.
- b. It (rain) since dawn.

Q2. State two advantages of the Project Method.

Q3. Do as directed:

- a. Give the antonym and synonym of 'Solace'.
- b. Express in one word: 'Coming off after every two years'.

Q4. Explain the two different types of office correspondence.

B. Answer the following questions in about 75 words:

3X4=12

Q1. Frame sentences with the following: (any three)

- a. let your hair down
- b. in no time
- c. on the spur of the moment
- d. new blood

Q2. Explain the format of a Press Release.

Q3. What are the three ways in which formal communication takes place?

Q4. State the difference between note-taking and note-making?

C. Answer the following questions in about 150 words:

5X2=10

Q1. Write an 'Apology Letter' on behalf of the company regretting the delivery of a defective product.

Q2. What are the factors that should be kept in mind while making business presentation?

D. Answer the following questions in about 300-500 words: 10X2=20

Q1. Write a report on the existing communication system in your organization. Include any suggestions for improving it.

Q2. Discuss the importance of CV/Resume as a 'personal sales brochure'.

N.B. The learners will have to collect receipt after submitting the assignment with the signature and seal of the collector of study centre and will have to keep with him/her till the declaration of result.

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Receipt

Received the assignment from Mr./Ms. Enrollment number.....of BCOM/BBA/BCA titled **English for Professional Studies** for 2nd Semester (2020) on.....2020.

Date:

Signature of collector with seal:

Assignment Guidelines

A. Guidelines to Co-ordinators:

1. Assignments are parts of teaching-learning process and compulsory.
2. The spirit behind this is to help learners to understand the subject and prepare themselves better for the term-end examination.
3. Assignment responses are to be evaluated and feedback are required to be

communicated to the learners, by giving back the assignments with evaluators comments. Such assignments are to be collected at the time of issuing admit cards and be stored in the centre's office till the end of next semester.

4. Assignment marks are to be sent to the Controller of Examinations as soon as the examination routines are published.
5. Keeping the above points in mind *Co-ordinators will fix the time/date of submission of assignments by the learners as may be convenient to follow the guidelines in true spirits.*

B. Guidelines to Learners:

1. As soon as the SLMs are received the learners will write the assignments in their own handwriting (assignment questions may be downloaded from the website, if necessary) to be submitted to Co-ordinators as per the dates fixed for the purpose. Timely submission of assignments at the Study Centres will help in quick processing of results of respective learners. Otherwise this will create unnecessary delay in declaration of results.
2. Writing of assignment (work) and submission of the same in time is compulsory.

Registrar