

Course Code	:	BEGLA-136
Course Title	:	English at the Workplace
Assignment Number	:	BCA (I)/136/Assignment/2024-25
Maximum Marks	:	100
Last Date of Submission	:	31stOctober, 2024 (For July Session)
	:	30thApril, 2025 (For January Session)

This assignment has three sections for a total of 100 marks. Answer all the questions of all the sections.

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.