

Assignment Booklet

BSCAEY Programme

B.Sc (Applied Sciences - Energy)

First Semester		
1.	BEY-001	Thermal Science
2.	BEY-019	Real Analysis and Discrete Mathematics
3.	BEY-012	Electrical and Electronic Sciences
4.	BEVAE-181	Environmental Studies (4)
5.	BHDAE-182	Hindi Bhasha aur Sampreshan (4) (any one from SL. No. 5)
	BEGAE-182	English communication skill(4) (any one from SL. No. 5)
	BEYE-022	Sanskrit Bhasha aur Sampreshan (4) (any one from SL. No. 5)



**SCHOOL OF ENGINEERING & TECHNOLOGY
INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

Maidan Garhi, New Delhi – 110 068

JANUARY 2026

Dear Student,

Please read the information on assignments in the Programme Guide that we have sent you after your enrolment. A weightage of 30%, as you are aware, has been earmarked for continuous evaluation, **which would consist of one tutor-marked assignment** for this Programme. The assignment for BSCAEY (first semester) has been given in this booklet.

Instructions for Formatting Your Assignments

Before attempting the assignment, please read the following instructions carefully:

1) On top of the first page of your answer sheet, please write the details exactly in the following format:

ENROLLMENT NO :.....

NAME :.....

ADDRESS :.....

.....

.....

PROGRAMME CODE:

COURSE CODE:

COURSE TITLE:

STUDY CENTRE:

DATE:

PLEASE FOLLOW THE ABOVE FORMAT STRICTLY TO FACILITATE EVALUATION AND TO AVOID DELAY.

- 2) Use only foolscap size writing paper (but not of very thin variety) for writing your answers.
- 3) Leave 4 cm margin on the left, top and bottom of your answer sheet.
- 4) Your answers should be precise.
- 5) **These assignments submitted should be hand written in your own hand writing.**

We strongly suggest that you should retain a copy of your answer sheets.

- 6) **You cannot fill the Exam Form without** submission of the assignments. So solve it and **submit it at the earliest**. If you wish to appear in the **TEE, June 2026**, you should submit your TMAs by **April 30, 2026**. Similarly, if you wish to appear in the **TEE, December 2026**, you should submit your TMAs by **September 30, 2026**.
- 7) Assignments will be submitted at **your respective regional centre**.

We wish you good luck!

Assignment -5

(To be done **after** studying the course material)

Course Code: BEGAE-182

Course Title: English Communication Skills

Assignment Code: BEGAE-182/TMA/2026

Maximum Marks: 100

Last Date of Submission: May 31, 2026(For June TEE), September 30, 2026 (For December TEE)
Note:

1. For any question worth 5 marks the word limit is 200 words, for a 10 mark question it is 300 words.
 2. All questions are compulsory. All questions carry equal marks.
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- Q.1 What is non-verbal communication? Discuss the various kinds /modes of non-verbal communication. 10
- Q.2 Discuss the socio-psychological barriers to communication. Suggest ways to overcome them. 10
- Q.3 Prepare a 5-minute presentation on how to prepare for a job interview. 10
- Q.4 What do you understand by visual aids? Suggest areas where it is advisable to use visual aids. How do visual aids help the presenter to perform effectively? 10
- Q.5 It is important to be a good listener while in a meeting so as to respond to the views of the other participants and to articulate your own opinions. Listening carefully will enable you to ask questions and seek clarification about what you do not understand. Suggest ways how one can be an active participant in a meeting? List a few etiquette to be observed while in a meeting. 10
- Q.6 What are the four levels of comprehension? Mention any two interpretive abilities with examples. 10
- Q.7 Write short notes on : 10
A. regression
B. subvocalising
C. Creative reading
D. critical reading.
- Q.8 You are the manager of "Vikas Bank" in Gurugram. One of your valued customers, Ms. Ananya Sharma (account number ending in 7890), has recently incurred a ₹500 penalty due to an insufficient balance in her savings account. While the bank policy requires charging this fee, you want to ensure Ms. Sharma feels appreciated and understood, not just penalised. Write a formal letter from the bank manager to Ms. Ananya Sharma. Your letter should clearly state the reason for the charge, the amount, and when it was applied. However, the overall tone should be friendly, understanding, and reassuring, emphasising the bank's commitment to her financial well-being and offering assistance if needed. 10

OR

- You are the Customer Relationship Head at "Connect India Broadband." You have a long-standing customer, Mr. Rakesh Kumar (account number CI-2023-555), who has generally been very reliable. However, his internet bill has been outstanding for the past three consecutive months. While you want to maintain a positive relationship, it's crucial to inform him that continued non-payment will, unfortunately, lead to service disruption. Write a letter to Mr. Rakesh Kumar. Begin by highlighting his long-standing loyalty and the quality of your service. 10

Then, subtly and positively (without explicitly stating "you haven't paid"), inform him about the outstanding balance for the last three months. Gently explain the importance of timely payments for uninterrupted service and politely request him to clear his dues to continue enjoying their services. Avoid a threatening or demanding tone; instead, aim for helpful and understanding, while still conveying the seriousness of the situation.

- Q.9 A group of five students have been given the topic “Environment Pollution and ways to curb it” for group discussion. Attempt a group discussion for a set of three students. 10
- Q.10 You have been invited to speak in a webinar for high school students on the topic: 10 “Contribution of Youth in Nation building” Write your speech in around 300 words. 10