

BEGE-104

Bachelor's Degree Programme(BDP)

ASSIGNMENT

(For July 2025 and January 2026 Sessions)

ELECTIVE COURSE IN ENGLISH (BEGE-104)
English for Business Communication



School of Humanities
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110 068

Elective Course in English
English for Business Communication (BEGE-104)
Programme: BDP Course Code: BEGE-104/2025-26

Dear Student

You will have one assignment for the Elective Course in English BEGE-104 English for Business Communication, which will be a Tutor Marked Assignment (TMA) and will carry 100 marks.

Aims: This assignment is concerned mainly with assessing your application and your understanding of the course material. You are not required to reproduce chunks of information from the course material but to use the skills of critical appreciation that you may have acquired during the course of study. This assignment aims to teach as well as to assess your performance.

Instructions:

Before attempting the questions please read the following instructions carefully.

1. Read the detailed instructions about the assignments given in the Programme Guide for Elective Courses.
2. Write your Enrolment Number, Name, Full Address and Date on the top right corner of the first page of your response sheet(s).
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:.....

4. Use only A4 size paper for your response and tag all the pages carefully.
5. Write the relevant question number with each answer.
6. You should write in your own handwriting.

7. Submission: The completed assignment should be sent to the Coordinator of the Study Centre allotted to you by 30th Sept, 2025 (if enrolled for the July 2025 Session) and 31st March 2026 (if enrolled in the January 2026 Session)

8. 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:

1. **Planning:** Read the questions carefully. Go through the units on which they are based. Make some points regarding each question and then rearrange these in a logical order. And please write the answers in your own words. Do not reproduce passages from the units.
2. **Organisation:** Be a little more selective and analytic before drawing up a rough outline of your answer. In an essay-type question, give adequate attention to your introduction and conclusion. The introduction must offer your brief interpretation of the question and how you propose to develop it. The conclusion must summarise your response to the question. In the course of your answer, you may like to make references to other texts or critics as this will add some depth to your analysis.

Make sure that your answer:

- (a) is logical and coherent;
 - (b) has clear connections between sentences and paragraphs;
 - (c) is written correctly giving adequate consideration to your expression, style and presentation;
 - (d) does not exceed the number of words indicated in your question.
3. **Presentation:** Once you are satisfied with your answers, you can write down the final version for submission, writing each answer neatly and underlining the points you wish to emphasize.

You may be aware that **you need to submit your assignments before you can appear for the Term End Exams. Please remember to keep a copy of your completed assignment, just in case the one you submitted is lost in transit.**

Good luck with your work!

BEGE-104
English for Business Communication
Assignment 2025-26

Course Code: BEGE-104/2025-26

Max. Marks: 100

Attempt all the questions.

1. The cultural committee of your college is organizing an inter-college debate competition. As the secretary of the committee, draft a notice for the college notice board providing all the necessary details in about 100 words.

10

2. Complete the sentences with the correct participle forms of the verbs. Choose from the list given below.

10

paint, teach, know, grow, leave, see, catch, break, run, read

- a. I have never _____ such a beautiful sunset before.
- b. The children have _____ a cold after playing in the rain.
- c. The boy has _____ his bag on the bench.
- d. The vase was _____ into pieces by accident.
- e. The tree has _____ tall and strong over the years.
- f. The teacher has _____ us a new poem today.
- g. He looked tired after _____ for hours.
- h. She was _____ a novel when I called her.
- i. The wall was beautifully _____ by the students.
- j. That boy is well _____ for his helpful nature.

3. You have been suffering from cough and cold. Write a dialogue between you and a doctor describing your symptoms and getting advice.

10

4. Attempt **any one** of the following:

10

- a. Write a telephone conversation between you and the courier agent confirming your delivery details and expected time of arrival.
- b. Write a telephone conversation between you and the hotel receptionist to book a room and ask about facilities and charges.

5. Rewrite the following sentences using the passive form. First one is done for you as an example.

5

They wrote the report in a terrible hurry.
The report was written in a terrible hurry.

- a. They have painted the house recently.
- b. Someone has stolen my bicycle.
- c. We must follow the instructions.
- d. People speak English in many countries.
- e. They had already announced the results.

6. Complete these words or expressions using the words below.

5

under, beside, in, on, through

- a. The children are playing _____ the park.
- b. Please put the book _____ the shelf.
- c. The dog hid _____ the bed during the thunderstorm.
- d. We walked _____ the forest to reach the lake.
- e. The bench is placed _____ the big tree.

7. Write short notes on any **two** of the following:

10

- a. Features of a business proposal
- b. Portfolio
- c. An effective group discussion
- d. Mechanics of writing a letter

8. In the following memo the linking words and phrases are missed out. Choose the most appropriate word or phrase from the ones given.

10

(However, Moreover, Consequently, Because, Besides, On the other hand, To summarize, As a result)

Memo from: HR Manager

To: All Employees

Date: 10th March 2024

Ref No.: HR/25/03

We are introducing a new flexible working policy starting next month. (i) _____ many employees have requested more work-from-home options, we believe this will improve work-life balance and productivity. (ii) _____, this change supports our commitment to employee well-being and modern workplace practices. (iii) _____, employees will be required to submit their weekly work schedules in advance for approval. (iv) _____, managers will be responsible for reviewing the schedules to ensure they support the team's overall productivity. (v) _____, we hope all employees will welcome this initiative as a step towards a more adaptable and employee-friendly workplace.

9. What are the various barriers in communication? Explain. 10

10. Change the words in bold into direct speech. 10

During our meeting with Malvika, a volunteer coordinator at the community centre, we discussed her role and contributions to the organization.(a) She explained that **she had been working there for over three years.**(b) She shared that **she organized weekly workshops for underprivileged children.**(c) When asked about challenges, she said that **it was sometimes difficult to find enough volunteers.**(d) She also mentioned that **she motivated people by sharing success stories of past initiatives.**(e) She concluded by saying that **she hoped to expand the programme to more areas in the city.**

11. Complete the sentences with suitable phrasal verbs: 10

(bring up, break down, fill out, call off, take over, get along with, look into, pick up, go over, show up)

- a) The meeting was _____ due to the manager's sudden illness.
- b) Can you please _____ this form and return it to the office?
- c) I don't really _____ my new neighbour — we have nothing in common.
- d) The company is planning to _____ a smaller competitor.
- e) The car _____ on the highway, and we had to wait for a mechanic.
- f) She didn't _____ at the event, even though she promised to come.
- g) I need to _____ this report before submitting it to my boss.
- h) They agreed to _____ the issue again in the next meeting.
- i) Could you please _____ the kids from school today?
- j) The inspector promised to _____ the matter more closely.