

Dear Learner,

As explained in the Programme Guide, you need to submit one assignment for each Course (MNM 002, MJM 028, MJM 031, MNM 003 and MNM 004). Before attempting the assignments, please read the detailed instructions provided in the Programme Guide carefully.

The last date of the submission is given against each of the assignments. Please note that you have to submit these assignments to the Coordinator of your Study Centre within the stipulated time for being eligible to appear in the Term-End Examinations in the respective Course. You must mention your Enrolment Number, Name, Address, Assignment Code and Study Centre Code on the first page of the Assignment. You must obtain a receipt from the Study Centre for the assignments submitted and retain it. **It would be advisable to retain a photocopy of the assignments with you.** After evaluation, the assignments have to be returned to you by the Study Centre. Please insist on this and keep a record with you. The marks obtained by you will be sent by the Study Centre to SED at IGNOU, New Delhi.

Guidelines for writing the Assignments

Attempt all questions given in each assignment as instructed.

You may find it useful to keep the following points in mind:

- **Planning:** First read the study material carefully, attend Teleconferencing Sessions and Interactive Radio Counseling Sessions conducted for the programme; if required you can obtain details from Study Centre/Regional Centre) and then read the assignments carefully. Go through the units on which they are based. Make some points regarding each question and then rearrange them in a logical order.
- **Organising:** Draw a rough outline of your answer. Be analytical in your selection of the information for your answer. Give adequate attention to the introduction and the conclusion. has a proper flow of information in sentences and paragraphs; and is logical and coherent; Make sure that the answer is written correctly giving adequate consideration to your expression, style and presentation.
- **Presenting:** Once you are satisfied with your answer, you can write down the final version for submission, writing each answer neatly.

With best wishes,

Dr. Amit Kumar
Programme Coordinator, MAJEM
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MNM 002: AUDIO PRODUCTION

Due Date: 31st March for TEE June and 30th September for TEE December. Please check the website for the latest update on due date.

Assignment Code: MNM-002/Jan26/July26

Maximum Marks: 100

Weightage: 30%

Note: Answer all the questions. All questions carry equal marks (20 each).

1. Why is it important to understand your target audience when planning an audio program? Explain with examples. (600 words)
2. Prepare a script for the first 5 minutes of an audio documentary on Swami Vivekananda. (600 words)
3. What should we keep in mind during studio recording of audio programmes? Explain with suitable examples. (600 words)
4. Write a script for the first 5 minutes of a news and current affairs audio podcast that covers the week's significant international events. (600 words)
5. Write short notes on the following: (200 words each)
 - a. Amplifier
 - b. Post-production
 - c. Sound effects
 - d. Stereo sound