

BCOA-001

**Certificate in Business Skills (CBS)
Bachelor's Degree Programme
(BDP)**

ASSIGNMENT

2025-2026

Application Oriented Course

BCOA - 001: Business, Communication & Entrepreneurship

For July 2025 and January 2026 Admission cycle



School of Management Studies

Indira Gandhi National Open University

Maidan Garhi, New Delhi -110068



Certificate in Business Skills (CBS)

Bachelor's Degree Programme

BCOA - 001: Business, Communication & Entrepreneurship

ASSIGNMENT- 2025-26

Dear Students,

As explained in the Programme Guide, you have to do one Tutor Marked Assignment in this Course.

Assignment is given 30% weightage in the final assessment. To be eligible to appear in the Term-end examination, it is compulsory for you to submit the assignment as per the schedule. Before attempting the assignments, you should carefully read the instructions given in the Programme Guide.

This assignment is valid for two admission cycles (**July 2025 and January 2026**). The validity is given below:

1. Those who are enrolled in **July 2025**, it is valid up to **June 2026**.
2. Those who are enrolled in **January 2026**, it is valid up to **December 2026**.

You have to submit the assignment of all the courses to The Coordinator of your Study Centre. For appearing in June Term-End Examination, you must submit assignment to the Coordinator of your study centre latest by **15th March**. Similarly for appearing in December Term-End Examination, you must submit assignments to the Coordinator of your study centre latest by **15th October**.

TUTOR MARKED ASSIGNMENT

COURSE CODE	:	BCOA- 001
COURSE TITLE	:	BUSINESS COMMUNICATION AND ENTREPRENEURSHIP
ASSIGNMENT CODE	:	BCOA- 001/TMA/2025-2026
COVERAGE	:	ALL BLOCKS

Maximum Marks: 100

Attempt all the questions.

- 1.** What are the four things you should do when you write a factual piece of paper? Explain them with the help of practical examples. **(20)**

- 2.** “Communication is what the receiver understands, not what the sender says.” Discuss this statement with reference to circulars and memos. **(20)**

- 3.** Explain the essential qualities of a good business report. Why are reports important for managerial decision-making? Give suitable examples. **(20)**

- 4.** What is working capital? Explain the different stages of operating cycle and help, Mustafa, a potential entrepreneur, in working out the operating cycle for his venture. **(20)**

- 5. Write short notes on the following:** **(2×5)**
 - a)** Solicited Proposal
 - b)** Entrepreneurial Motivation

- 6. Differentiate between the following:** **(2×5)**
 - a)** Wage Employment and Self-Employment
 - b)** Financial Appraisal and Marketing Appraisal