

**BEGLA136**

**B.A. GENERAL(English)  
(BAG)**

**ASSIGNMENT**

**(For July 2025 and January 2026 Sessions)  
SECOND SEMESTER**

**English at the Workplace  
(BEGLA136)**



**School of Humanities**  
Indira Gandhi National Open  
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Delhi-110 068

**ASSIGNMENT**  
**ENGLISH AT THE WORKPLACE**  
**(BEGLA 136)**

**Programme: BAG/2025/ 2026**  
**Course Code: BEGLA 136**

**Dear Student,**

You are required to do **one** assignment for the course 'English at the Workplace'. It is a Tutor Marked Assignment (TMA) and carries 100 marks. It covers four blocks of the course.

**Aims:** The TMA is primarily concerned with assessing your proficiency in English. You should not reproduce chunks of information from the passage(s) but effectively use the skills of reading and writing that you may have acquired during the course of study to compose your answers. These assignments aim to teach as well as to assess your performance.

**Guidelines:** You will be required to answer the questions on reading comprehension, vocabulary, grammar and composition.

As in day-to-day life, **planning** is important in attempting the assignment as well. Read the assignment carefully; go through the units on which the questions are based; jot down some points regarding each question and then re-arrange them in a logical order. In the essay-type answers, pay attention to your introduction and conclusion. The introduction must tell you how to interpret the given topic and how you propose to develop it. The conclusion must summarize your views on the topic. **You should write in your own handwriting.**

Make sure that your answer:

- a) Is logical
- b) is written in simple and correct English
- c) does not exceed the number of words indicated in your questions
- d) is written neatly and clearly.

**Please remember that it is compulsory to submit your assignment before you can take the Term End Examination. Also remember to keep a copy of your assignment with you and to take a receipt from your Study Centre when you submit the assignment.**

**Last Date for Submission of Assignment:**

**For June Examination: 31<sup>st</sup> March, 2026**

**For December Examination: 30<sup>th</sup> September, 2026**

**Good Luck!**

**Note:** *Remember the submission of assignment is a precondition for appearing in the examination. If you do not submit the assignment on time, you will not be allowed to appear in the examination.*

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**Max. Marks: 100**

**SECTION A**

**1. Write short notes on the following:**

**5x4=20**

- a) Difference between a portfolio and resume
- b) Common Gender Perceptions
- c) Workplace Etiquette
- d) Importance of Good Customer Service

**SECTION B**

**10x5=50**

- 1. Write a short paragraph describing any person from your institution/workplace.
- 2. List a few common body gestures and explain what each one communicates or signifies.
- 3. Make a presentation for your organization on sustainable workplace practices.
- 4. You are interested in applying for the position of a marketing executive in a company. Write a covering letter for this position, showing how you are suitable for the job.
- 5. Discuss the characteristics of work Ethics by giving suitable examples.

**SECTION C**

**15X2=30**

- 1. Create a Curriculum Vitae (CV) for your desired job, clearly highlighting your educational qualifications, professional experience, achievements, and other relevant details tailored to the position.
- 2. You are preparing for an interview for the position of a Research Analyst at a reputed institution. List ten likely interview questions along with your well-thought-out answers.