BEGG 173

Bachelor of Arts (General) Programme (BAG)

ASSIGNMENT

(For July 2026 and January 2027 Sessions)

ACADEMIC WRITING AND COMPOSITION

BEGG 173

School of Humanities
Indira Gandhi National Open
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110 068

Assignment

BEGG 173
ACADEMIC WRITING AND COMPOSITION

Programme: BAG/2026-27
Course Code: BEGG-173

Dear Student,

You are required to do **one** assignment for the course 'Academic Writing and Composition' (BEGG 173). It is a Tutor Marked Assignment (TMA) and carries 100 marks. It covers four blocks of the course.

Guidelines:

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 answer, pay attention to your introduction and conclusion. The introduction must clarify how you interpret the given topic and how you propose to develop it. The conclusion must summarize your views on the topic. **You should submit the assignment 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 **31st March**
For December Examination **30thSeptember**

Good Luck!

Note: ***Remember that 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.***

Academic Writing and Composition

Course Code: BEGG 173 /2026-2027
Max. Marks: 100

Answer all questions in this assignment.

SECTION A

I Write short notes of about 100 words each on the following: 5x5=25

1. What aspects should be considered while writing the introductory paragraph of an academic essay?
2. What are the foundational elements to develop critical thinking skills?
3. Briefly describe the tasks involved in the 'pre-writing stage' of the process approach to writing.
4. Describe the structure of a long business proposal.
5. What aspects should be kept in mind while writing a summary?

SECTION B

II. Answer the following in around 200 words each: 2x10=20

6. With suitable examples, explain how academic writing is different from non-academic writing?
7. What is plagiarism? How can you avoid plagiarism in academic writing?

III. Answer the following question:

8. a. Briefly describe the features of a persuasive text. (**in about 100 words)** **5**

8. b. Write a promotional paragraph for a new computer desk that your company is selling. (**in about 150 words)**

10

SECTION C

IV. Write a well-structured composition on the topic: 15

"The importance of good communication skills in today's workplace."

V. The Residents' Association in your colony has conducted a campaign to encourage residents in the locality to re-use and recycle products so as to encourage sustainable waste management. Write a brief report of the campaign.

10

VI. a) What aspects should be considered while writing the review of a film?

5

b) Write the review of a film that you watched recently.

10