Last date of submission: 31/05/2024

KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY
UG ENGLISH

Four-Year Degree Course

SEMESTER: 01

Reading and Writing Skills

Inter Disciplinary Course (IDC)

SLM Code: UG S1 02 (IDC)

January-March 2024 Cycle

TOTAL MARKS: 50 MARKS

Assignments are required to be written in your own language. Copying in total from the learning material will carry less score

Q1. Answer the following questions within 500 words: **(10x3=30)**

a) i. Discuss the skills required for effective writing. (5+5)

ii. Highlight the features of good writing.

b) Write a detailed note on punctuation and its importance.

c) i. Discuss the structure of a Formal Letter. (5+5)

ii. Provide a structure or format of a D.O. Letter.

Q2. Answer the following question within 500 words: **(10x1=10)**

a) Write a report on the issue of environmental pollution in your town or city.

Q3. Answer the following question in your own words: **(10x1=10)**

a) i. Briefly describe the importance of communication.

ii. Write a note on listening and speaking skills.

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N.B. The learners will have to collect receipt after submitting the assignment with the signature and seal of the collector of study centre and will have to keep with him/her till the declaration ofresult.

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Receipt

Received the assignment from Mr./Ms ……. Enrollment Number …… of the **Inter Disciplinary Course** titled **Reading and Writing Skills f**or January-March 2024 Cycle UG 1st Semester (2024) on .....2024.

Date: **Signature of collector with seal**