KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

Home Assignment

BCOM/BBA/BCA

English for Professional Studies

GEPS S2 04

2nd Semester, 2018

Total Marks: 50

[*Assignments are required to be written in own language. Copying in toto from the learning materials will carry less score*]

A. Answer the following questions within 50 words: **2×4=8**

Q1: Frame sentences with the following pair of words:

i) access, excess ii) desert, dessert

Q2: Transform the following sentences as directed:

i) She is a good singer. (Change into exclamatory sentence)
ii) The boy is too weak to move about. (remove 'too')

Q3: Correct the following:

i) It is bad to hanker for wealth.
ii) Don't meddle with my affairs.

Q4. Fill in the blanks with prepositions:

i) He is devoted _____ his work.
ii) Guwahati is famous _____ the Kamakhya Temple.

B. Answer the following questions within 75 words **3×4=12**

Q1. What are some of the important factors that must be considered while giving slide presentation?

Q2. What is note making?

Q3. State the difference between paraphrasing and precis writing.

Q4. Explain in brief the four types of office furniture.

C. Answer the following questions within 150 words **5×2 = 10**

Q1. Describe the concept of a notice and underline its main features.

Q2. Mention three advantages and three disadvantages of the Project Method.

D. Answer the following questions within 300-500 words **10 x 2=20**

Q 1. What could be the role of a CV or a resume in the interview process? Discuss.

Q 2. You are the Marketing Manager in BB Group of Companies. Write a letter to a new employee who has joined as a Marketing Executive. (Points to consider: Write about the responsibilities and duties, salary you are offering, honesty and sincerity will be of prime importance)

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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 of result.

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Receipt

Received the assignment from Mr/Ms …… Enrollment number …… of **BCOM/BBA/BCA 2nd Semester, English for Professional Studies (GEPS S2 04)** on ……2018.

Date: Signature of collector with seal

Assignment Guidelines

A. Guidelines to Co-ordinators :

1. Assignments are parts of teaching-learning process and compulsory.
2. The spirit behind this is to help learners to understand the subject and prepare themselves better for the term-end examination.
3. Assignment responses are to be evaluated and feedbacks are required to be communicated to the learners, by giving back the assignments with evaluators' comments. Such assignments are to be collected at the time of issuing admit cards and be stored in the centre's office till the end of next semester.
4. Assignment marks are to be sent to the Controller of Examinations as soon as the examination routines are published.
5. Keeping the above points in mind *Co-ordinators will fix the time/date of submission of assignments by the learners as may be convenient to follow the guidelines in true spirits.*

B. Guidelines to learners:

1. As soon as the SLMs are received the learners will write the assignments in their own handwriting (assignment questions may be downloaded from the website, if necessary) to be submitted to Co-ordinators as per the dates fixed for the purpose. Timely submission of assignments at the Study Centres will help in quick processing of results of respective learners. Otherwise this will create unnecessary delay in declaration of results.

2. Writing of assignment (work) and submission of the same in time is compulsory.

Registrar