

**BEGS 183**

**Bachelor of Arts (General) Programme  
BAG**

**ASSIGNMENT**

**(For July 2023 and January 2024 Sessions)**

**THIRD SEMESTER**

**WRITING AND STUDY SKILLS**

**BEGS 183**



**School of Humanities**

Indira Gandhi National Open  
University Maidan Garhi, New  
Delhi-110 068

# WRITING AND STUDY SKILLS

## BEGS 183

Programme: BAG/2023-24

Course Code: BEGS 183

**Dear Student,**

You are required to do **one** assignment for the course 'Writing and Study Skills' (BEGS 183). It is a Tutor Marked Assignment (TMA) and carries 100 marks. It covers three blocks of the course.

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 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 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                      31<sup>st</sup> March**

**For December Examination              30<sup>th</sup> September**

**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***

**ASSIGNMENT**  
**BEGS-183**  
**Writing and Study Skills**

**Programme: BAG/2023/2024**

**Course Code: BEGS 183**

**Max. Marks: 100**

**Answer all questions in this assignment.**

**SECTION A**

I. Write **short notes** on the following: **5x5=25**

1. Explain, with suitable examples, the terms ‘homophones’ and ‘homographs’.
2. What strategies can be adopted for achieving coherence and cohesion in a paragraph?
3. Briefly describe the various steps involved in the process approach to writing.
4. What do you understand by the term ‘persuasive writing’? What are the elements that can help to build up an effective persuasive text?
5. Explain the terms ‘paraphrase’, ‘precis’ and ‘summary’ and show how they differ from each other.

**SECTION B**

II. Answer the following in **around 150 words** each: **10x4 = 40**

1. What strategies would you adopt to become a critical reader?
2. Describe the Cornell note taking method.

3. Briefly describe the three major types of study skills and show how they help us to become better learners.
4. What aspects of format, structure, etiquette and language should be considered while writing an official email? Write an official email to the head of your institution keeping all these aspects in mind.

### SECTION C

- III. 1. Write a **paragraph of about 150 words** on the topic given below.  
Underline the **topic sentence** after writing the paragraph. **15**

**“The importance of good communication skills in the workplace.”**

2. Write a well - developed composition on the topic given below: **20**

**“Coping with the challenges posed by climate change at the global level.”**

Your composition should have a clear **introduction, body and conclusion.**