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Elective Course in English (BEGE-103)
Communication Skills in English
Assignment July, 2021 & January, 2022 Sessions
(Based on Blocks 1 - 6)

Max. Marks: 100

Answer all questions.

1. What are the usual topics of small talk? Describe some of the conventions we must follow for ease and flow of conversation. 20

2. Write short notes on the following: 10 x 2 = 20
 - a. The difference between dialect, accent and style
 - b. Code mixing and code switching

- 3a. Write your C.V. in about 250 words. 10

- 3b. Write a covering letter to an employer outlining your positive traits and enumerating why you would be suitable for a particular job (choose the job). 10

4. What is the purpose of a group discussion? What is the difference between a general group discussion and an interview group discussion? You have to participate in a group discussion as a part of a job interview. How would you prepare yourself? 20

5. Comment on the importance of either *rhetoric* or *grammar* in life. 20