

# IGNOU ASSIGNMENT - JUNE 2025

## SESSION

**BEGE-103**  
**Communication Skills in English**

**Course Code: BEGE-103**  
**Max. Marks: 100**

**Programme: BHM**  
**Assignment Code: BEGE-103/TMA/2025**

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**Note : Attempt all questions. The marks for each question are indicated against it.**

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1. What do you understand by Verbal Communication? Discuss. (10)
2. Discuss the role of silence in communication. (10)
3. What are the major barriers to communication? Discuss. (10)
4. How can one be an active participant in a meeting? Give three recommendations on how a meeting should end. (10)
5. What do you understand by visuals? Discuss the functions visuals help us to perform easily and effectively. (10)
6. How is Reading traditionally used in the classroom? Why do you think we need to learn reading as a skill? Discuss. (10)
7. Here is the beginning of a paragraph. Complete the paragraph by explaining both the positive and negative sides of liberty.  

In the dictionary, liberty is defined as freedom from external restraints or compulsions. The definition is not incorrect but is too narrow because liberty means freedom from having to do something as well as freedom to do something. In this sense, liberty may be said to possess two sides a positive and a negative. (10)
8. Write a formal letter to the Municipal Commissioner of your city, highlighting the issue of increasing air pollution and requesting immediate action. Your letter should follow the proper format, maintain a formal tone, and include specific suggestions for improvement. (10)
9. Prepare a 5-minute presentation on 'The Impact of Social Media on Young Minds.' Your presentation should include an introduction, key arguments, real-life examples, and a conclusion. Focus on clarity, engagement, and structured content." (10)
10. Prepare a group discussion with five turns, each among three students, on the given topic. 'Is Artificial Intelligence a Threat or a Boon to Human Jobs?' (10)