



ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର, ଓଡ଼ିଶା
Odisha State Open University, Sambalpur, Odisha
Established by an Act of Government of Odisha.

ASSIGNMENTS

SESSION 2019-20

GENERIC ELECTIVE

(ENGLISH)

COURSE CODE: GEEG-1

SUBMISSION DATES FOR ASSIGNMENTS

SERIAL NUMBER	COURSE CODE	COURSE TITLE	ASSIGNMENT NUMBER	LAST DATE OF SUBMISSION
1	GEEG-01	INTRODUCTION TO THE WRITING PROCESS: WITH A FOCUS ON ACADEMIC WRITING	I	17th November (Sunday)
2			II	

Please read the instructions carefully before attempting the questions.

INSTRUCTIONS FOR DOING ASSIGNMENTS

Dear Learner,

You are required to submit your assignment response within the stipulated time in order to become eligible to appear in the term-end examination. The assignments will be evaluated by the counsellors at your Study Centre. Please submit your assignment response to the Coordinator of your Study Centre. For a 4 credit course, there is one Assignment and for 6/8 credit course, there must be minimum 02(two) Assignment.

Purpose of Assignments:

1. Assignments are part of the continuous evaluation process in Open and Distance Learning (ODL) system. Due weightage is given to the marks/grades you obtain in assignments. This will help you for better performance in the term-end examination. If you secure good grades/marks in assignments, your overall performance will improve.
2. Assignments are also a part of the teaching-learning process in the ODL system. Your assignment, after evaluation, will be returned back to you with specific and general comments by the evaluator. This will help you to know your strength as well as your weakness. Thus, it will establish two-way communication between learner and evaluator.

How to Write Assignments:

Please read the instructions for writing the response of an assignment before you start writing your answer.

1. Write your name, programme code, the course title, enrolment no. and study centre name with code in the top sheet of the assignment answer booklet. The format is given below.

PROGRAMME TITLE: _____

ENROLMENT No.: _____ NAME: _____

ADDRESS: _____

COURSE CODE: _____ COURSE TITLE: _____

ASSIGNMENT CODE: _____ STUDY CENTRE: _____

DATE: _____ SIGNATURE: _____

2. Before attempting the assignments, please go through the course materials carefully, understand the same and write answers in your own language and style.
3. Write the answers in your own handwriting. Give sufficient margin in the left side of each page so that the evaluator will give comments on each paragraph/page.
4. Your handwriting should be neat and readable.

Weightage for each Assignments:

1. Each Theory Assignment will carry 25% weightage and term-end examination will carry 75% weightage.
2. Each assignment will be of 100 marks. But it will carry 25% weightage.
3. You have to score minimum pass mark i.e. 40% or P (Pass) Grade in 10-point scale for each assignment.

In case you do not submit the assignment or get fail mark in the assignment you have to re-submit in the next year.

ASSIGNMENT-I
GEEG 01- INTRODUCTION TO WRITING PROCESS
(WITH A FOCUS OF ACADEMIC WRITING)

GROUP-‘A’

1. Answer within one word/sentence each

Marks- 1 x 10= 10

- a) How do children learn to talk in a language?
- b) ‘*Writing is a messy process that leads to clarity*’, who said these lines?
- c) Define ‘Translating’ in a single line.
- d) Who enumerates nine areas in which a writer needs some competence besides the ability to write correctly and choose appropriate words?
- e) Complete the sentence.

Students need opportunities to engage in writing as a _____.

- f) Complete the sentence.

You can use programs like _____ or _____, or simply drag the quotation into a document

- g) Complete the sentence.

When you paraphrase material from a source, you _____ from an entire sentence or passage in your own words, using your own original sentence structure.

- h) Complete the sentence.

Paraphrasing _____ is _____ the _____ manner _____ of _____ of a source while ensuring that the paraphrase reflects proper understanding of the source.

- i) Complete the sentence.

When you paraphrase material from a source, you _____ in your own words, using your own original sentence structure.

- j) Complete the sentence.

It can be useful for personal understanding of complex concepts and explaining information present in _____, _____, and _____.

GROUP-‘B’

2. Answer the following questions within 2 sentences.

Marks- 2x10= 20

- a) When compared to speech, what more does ‘Effective Writing’ require? (Write any two points)
- b) From where to where has the focus of language shifted?
- c) Write any two points on writing that were raised by ‘Rosen’.
- d) What does the post writing process consist of?
- e) How does the teacher help the student in the writing process?
- f) What is the ‘Planning’ stage in the writing process? Explain within 2 sentences.
- g) What is an anecdote?
- h) Define ‘Paraphrasing’ briefly.
- i) Define Conjunction.
- j) Why is a ‘Substitution’ used?

GROUP-‘C’

3. Enumerate the following, within 75 words each.

Marks- 3x10= 30

- a) Define Reporting
- b) Define Description
- c) Define Narration
- d) Write a note on the ‘Organisation of Writing’.
- e) What are the nine areas according to Anita Pincas in which a writer needs some competence besides the ability to write correctly and choose appropriate words?
- f) Write a short note on ‘Planning’.
- g) Define Editing.
- h) Draw the flowchart of the writing process. What are the two major activities that are associated with the process of Writing?
- i) State the relevant points on ‘How to Paraphrase?’
- j) Write a short note on ‘avoiding generalities’ in the quoting and paraphrasing process.

GROUP-‘D’

4. Write notes on the following, within 500 words.

Marks- 4x10= 40

- a) Note the guidelines to create a conducive atmosphere for the students so that they are encouraged to write.
- b) Elaborate how can a teacher help in the process of writing and editing?
- c) Elaborate the process of Writing in your own words.
- d) Write notes on quoting and paraphrasing.

ASSIGNMENT-II
GEEG 01- INTRODUCTION TO WRITING PROCESS

GROUP-‘A’

1. Answer within one word/sentence each

Marks- 1 x 10= 10

- a) Complete the sentence.
Perception of time is not involved in _____ unlike in cause and effect relationship.
- b) Complete the sentence
_____ are pivotal ones in the scientific enterprise.
- c) Complete the sentence
_____ are usually quantifications of cause and effect relationships.
- d) Complete the sentence
An evaluation essay is a _____ according to a set of criteria.
- e) Complete the sentence
_____ who originated the concept of lateral thinking says that it is made of a set of specific techniques that promote creative problem solving.
- f) Complete the sentence.
A quotation can be placed in the text or in the _____ or in the _____.
- g) Complete the sentence.
The omission of words or sentences within a quotation is always indicated by _____.
- h) Complete the sentence
Editing is the process of selecting and preparing _____, _____, and _____ film media used to convey information.
- i) Complete the sentence.
If you are giving footnotes to the citations, instead of the parenthetical citation, provide the _____.

GROUP-‘B’

2. Answer the following questions within 2 sentences.

Marks- 2x10= 20

- a) The process of critical thinking can be reduced to three basic operations what are they?
- b) How do plot and structure help in analysing a book?
- c) Define ‘Theme’ in the process of analysing a book.
- d) Note any two ways in which one can promote creative thinking.
- e) Who was Edward de Bono?
- f) What is Ellipsis?
- g) What are the three strategies to foster creative thinking among the students?
- h) How does the editing process begin?
- i) What is ‘Copy Editing’?
- j) Describe the point ‘Voice of the People’ in Significance of Editing.

GROUP-‘C’

3. Enumerate the following, within 75 words each.

Marks- 3x10= 30

- a) Write a short note on Evaluation.
- b) Write a short note on ‘Classification’ in Critical Thinking.
- c) What is the importance of the ‘Narrator’s point of view’ and how does it help while analysing a book?
- d) Write a short note on Lateral Thinking.
- e) What style should one follow while analysing a book?
- f) What is the significance of editing?
- g) Describe what is editing rule no.3?
- h) What are the 5 basic principles of editing?
- i) Write a short note on editing.
- j) Write a short note on Citing Resources.

GROUP-‘D’

4. Write notes on the following, within 500 words.

Marks- 4x10= 40

- a) Explain the role of Cause and Effect Relationship in Critical Thinking.
- b) What are the general principles/guidelines we follow while citing resources?
- c) What are the major areas of difference in editing in print & electronic media editing?
- d) What are the major differences between Critical thinking and Creative thinking?