



ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ

Odisha State Open University

Established : 2015

Temporary Campus : G.M. University, Sambalpur

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ସମ୍ବଲପୁର, ଓଡ଼ିଶା

ସ୍ଥାପିତ : ୨୦୧୫

ଅସ୍ଥାୟୀ ଶିବିର : ଜି.ଏମ୍. ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର

ASSIGNMENT – 1 to 4

SESSION: 2015-16

CERTIFICATE IN COMMUNICATION SKILLS

(CCS)

Please read the instructions carefully before attempting assignment questions.

INSTRUCTIONS

Dear Learner,

Welcome to the Certificate Programme in Communication Skills offered by Odisha State Open University, Sambalpur.

You are required to submit one assignment per course within the stipulated time in order to become eligible to appear in the term-end examination. The assignments will be evaluated by the counselors at your Study Centre. Please submit your assignment response to Coordinator of the Study Centre. Before you attempt the assignments, please go through the course materials carefully. Please read the instructions pertaining to an assignment before you start writing your answer. Do not copy from the course material or from any other source. You are advised to read the material carefully, understand the same and write answers in your own language and style so that you will get good marks/grades.

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 ODL. 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 a two-way communication between learner and evaluator.

How to write assignments:

1. Write your name, programme code, course title, enrolment no. and study centre code in the top sheet of the assignment answer booklet.
2. Write the answers in your handwriting. Give sufficient margin in the left side of each page so that the evaluator will give comments on each paragraph/page.
3. Do not cross the word limit given in each question.
4. Your handwriting should be neat and readable.

Weightage for each assignment:

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

SUBMISSION DATES FOR ASSIGNMENTS

Sl. No.	Name of the Paper	Date of Submission
1	Aspects of Communication	1 st May 2016 (Sunday)
2	Verbal Communication (Oral-Aural)	8 th May 2016 (Sunday)
3	Verbal Communication (Written)	15 th May 2016 (Sunday)
4	Communication as a Skill for Career Building	22 nd May 2016 (Sunday)

ASSIGNMENT-1

Course Code: CCS-01

Course Title: **Aspects of Communication**

Assignment Code: CCS- 01/TMA/January/2016

Coverage: All Blocks

Full Marks: 100

Section-A

Answer the following questions in about 1000 words. All questions carry 20 marks.

1. Briefly describe the process of communication with special emphasis on the role of the sender and the receiver.
2. What are the barriers to communication? How can communication be improved in difficult circumstances?
3. Why is English necessary in this age of globalization?

Section B

Answer any three of the following questions in about 250 words. Each of the questions carries 10 marks.

1. 'Face is the index of the mind.' Explain.
2. What are the communication techniques?
3. How is personal communication important in everyday life?
4. What is horizontal communication?
5. What do you mean by academic writing?

Section C

Write short notes on any two of the following. Each of the questions carries 5 marks.

- (a) Time language
- (b) Telephonic communication
- (c) Physical barriers to communication
- (d) English as the lingua franca

NOTE: Attempt all the questions and submit this assignment on or before 30th April, 2016 to the coordinator of your study centre.

ASSIGNMENT

Course Code: CCS-02

Course Title: Verbal Communication (Oral-Aural)

Assignment Code: CCS- 02/TMA/January/2016

Coverage: All Blocks

Full Marks: 100

Section-A

Answer all the questions in about 1000 words. All questions carry 20 marks.

1. What is active listening? How does it affect our communication skills? Explain with examples.
2. Why is spoken English important for people in various walks of life?
3. How are skimming and scanning similar and different as skills of reading?

Section B

Answer any three of the following questions in about 250 words. Each of the questions carries 10 marks.

1. Barriers to listening
2. Note-taking
3. IPA symbols
4. Dialogue between a stranger and a traffic constable giving him instructions to reach a place
5. Dialogue between two friends, one complementing the other on his/her success in a public examination

Section C

1. Write the phonetic transcription of the following words. 5 marks
gate, happiness, island, knight, lamb, monster, nausea, orphanage, psychology, rumination
2. Write the words for the following phonetic transcriptions. 5 marks
/'græn.djə r / ,/'her.əʊ.ɪn/ ,/'ɪm.ɪdʒ/ , /dʒʌdʒ/ , /kə'laɪ.də.skəʊp/, / ,lem.ə'neɪd/
/məʊ 'zeɪ.ɪk/ ,/nju:'mer.ɪ.kl / ,/'ɔ:.tʃəd/, /pɪŋk/

NOTE: Attempt all the questions and submit this assignment on or before 30th April, 2016 to the coordinator of your study centre.

ASSIGNMENT-3

Course Code: CCS-03

Course Title: Verbal Communication (Written)

Assignment Code: CCS- 03/TMA/January/2016

Coverage: All Blocks

Full Marks: 100

Section-A

Answer the following questions in about 1000 words. All questions carry 20 marks.

1. What are the main elements of writing?
2. Write an essay on any one of the following:
 - (a) Benefits of Education
 - (b) Role of Internet in Modern Life
 - (c) Religion and Society
 - (d) If I Were the Prime Minister for One Day
3. Write a précis of the following passage in about 100 words.

Environment means the surroundings. Land, water, air, plants, animals, solid wastes and other things that are surrounding us constitute our environment. Man and environment are closely intertwined with each other, to maintain a balance or equilibrium in nature.

Different groups of people working in different areas express it in various ways. When physical scientists talk about environment they generally refer to the physical environment that comprises the three interlocking systems the Atmosphere, the Hydrosphere and the Lithosphere.

Biologists often refer to biological environment consisting of all living organisms of the Biosphere. Similarly social scientists refer to the social, cultural, economic and organizational environment.

Hence environment may be defined as "the sum of all social, cultural, economical, biological, physical and chemical factors surrounding the 'man' to give necessary protection to him."

Two types of environment we may come across. One is the natural environment of the air, water, solid wastes, noise, radiation, soil, timber, wildlife and living space etc. The second one is the man-made environment that deals with work environment, housing, technology, aesthetics, transportation, utilities, settlement, urbanization and so on.

These environmental components are considered as the resources and are mostly exploited and utilized by the men to fulfill their basic physical needs they can be considered as the fellow members of the global eco-system with which men establish emotional, intellectual, or physical relationships and these provide the basis for a sense of purpose of life to them.

Thus, man is firmly placed as an important part of the global ecosystem, which depends on him much as he depends on it. Hence, there is a close relationship between man and environment.

(<http://www.preservearticles.com/201107308742/short-essay-on-environment.html>)

Section B

Answer the following questions in about 250 words. Each of the questions carries 10 marks.

1. Your brother wants to apply to a company for the Job of a software engineer. Draft a letter for him.
2. The residents of your colony are planning to stage a play to create awareness about girls education in your society. Prepare a notice for the same inviting people to come forward and join hands for this noble cause.
3. (a) Form two words with each of the negative prefixes given below. 5 marks
un-, il-, im-, dis-, mis-,
(b) Use the following words as nouns and verbs. 5 marks
book, cheat, drive, fan, man

Section C

Do as directed:

10 marks

1. On my way to _____office, I met _____old friend of mine. (Use articles in the blanks)
2. When I _____(come down) the stairs, I saw a dog near the main door. (Use the correct form of the verb given in brackets).
3. These children _____(play) here since 10 O' clock in the morning. (Use the correct form of the verb given in brackets).
4. Tomorrow there is a strike in the college and there would be a lot of disturbance. You _____(need not/must not) go to the college. (Use the correct option)
5. People always try to take advantage of _____(religion) festivals. (Use the adjective form of the word in brackets).
6. One of my friends _____(is/are) a doctor in this city. (Use the correct option)
7. The politician and the poet _____(has been/have been) invited to the party. (Use the correct option)
8. I am not interested _____applying for a scholarship. (Use an appropriate preposition)
9. Mr Dash is having three houses in this city. (Correct the error and rewrite the sentence)
10. The poor man died from malaria. (Correct the error and rewrite the sentence)

NOTE: Attempt all the questions and submit this assignment on or before 30th April, 2016 to the coordinator of your study centre.

ASSIGNMENT-4

Course Code: CCS-04

Course Title: Communication as a Skill for Career Building

Assignment Code: CCS- 04/TMA/January/2016

Coverage: All Blocks

Full Marks: 100

Full Marks: 100

Section-A

Answer the following questions in about 1000 words. All questions carry 20 marks.

4. The company Million Dreams has advertised for the post of an Assistant Manager. You would like to apply for the post. Draft a covering letter and prepare a resume to apply for the job.
5. What are the skills required to face an interview? If you are selected for a job, what preparations would you make to face the interview?
6. Your office organized a meeting of all the members of the Governing body to discuss various issues related to day to day functioning, recruitment of new staff, promotion of the eligible existing staff and new initiatives to be taken to enhance its outreach in the society. Prepare the minutes for the meeting to be sent to the headquarters.

Section B

Answer the following questions in about 250 words. Each of the questions carries 10 marks.

4. Your office organized the Best Services Award function today to honour the good workers. Write a Press Release to be given to the media to cover this event.
5. Write an e-mail to your tutor telling him/her that you would not be able to attend the next counseling session and requesting him/her to send you the notes through e-mail.
6. A friend of yours has fallen ill all of a sudden. Prepare a dialogue to convey the probable telephonic message that you would like to pass on to his/her parents.

Section C

Write short notes on any two of the following. Each of the questions carries 5 marks.

- (a) Group discussions
- (b) Time Wasters
- (c) Negotiation Skills

NOTE: Attempt all the questions and submit this assignment on or before 30th April, 2016 to the coordinator of your study centre.