



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

## ASSIGNMENTS

**Bachelor of Arts**

**Course Code: SECC- I**

**Course Title: ENGLISH**

**COMMUNICATION**

**Semester-III**

**SESSION: 2020-21**

### SUBMISSION DATES FOR ASSIGNMENTS

Sl no.	Course Code	Name of the Course	No. of Assignments	Last date of submission
1	SECC-1	ENGLISH COMMUNICATION	1	28 <sup>th</sup> Feburary, 2021 (Sunday)

Please read the instructions carefully before attempting assignment 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, program 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: \_\_\_\_\_  
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 passing marks 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.

**COURSE TITLE- ENGLISH COMMUNICATION**

**COURSE CODE- SECC-1**

**Group-A**

**1. Answer all the questions, each within one word or one sentence. Marks:1x10=10**

- a) Communication is derived from Latin word.....
- b) Reading is not.....
- c) ..... communication does not flow through the official channels of communication.
- d) Dress code is an example of ..... communication.
- e) ..... is an example of a computer jargon
- f) Letters Emails Video Presentations Visual Aids Conversation Public Speaking Etc. are examples of.....
- g) ..... is the means we use to achieve group goals, the stimulus we use to build relationships, and the evidence we use to assess group work.
- h) The specialized or technical language of a profession is referred to as.....
- i) ..... is a French word derived "Praecissus".
- j) The ..... method was developed by Blachowic and field tested with second standard students

**Group-B**

**2. Answer all the questions within 2 sentences each. Marks: 2x10=20**

- a) Name the component of the communication process?
- b) What are the step of the communication process?
- c) What does encoding mean in the steps encoding means of the communication process?
- d) In the process of communication selecting the medium refers to the channel or means of sending the message to the receiver.
- e) What are the mode of communication?
- f) What are the disadvantage of oral communication?
- g) Which type of communication is the disadvantage of delayed feedback? h) What is gesture?
- i) What are the seven C's of communication?
- j) What is normalisation?

### Group-C

**3. Answer all the questions within 75 words**

**Marks: 3x10=30**

- a) What are clefts and pseudo-cleft sentences?
- b) What is Elliptical Structures?
- c) What are the different tone of writers?
- d) What are the strategies of Thematisation?
- e) What is structural compression?
- f) What is Jargon?
- g) What is racism?
- h) What is sexism?
- i) What is the utility of usage of Officialise?
- j) State one difference between written and oral communication.

### Group-D

**4. Answer all the questions within 500 words. Marks: 10 x 4 = 40**

- a) What are the important characteristics of communication?
- b) Which is not part of Reading types according to PISA?
- c) What are the characteristic of the PASSIVE communication style?
- d) What are the barriers to effective communication?