

MAULANA AZAD NATIONAL URDU UNIVERSITY, HYDERABAD
(Accredited “A+” Grade by NAAC)
Centre for Distance and Online Education

Programme: B.A./B.Com 2nd Semester
Course: *Integrated Skills in English - I* (BIEN201CCT)
July 2024 Admitted Batch

Assignment No. 2 (Units 11–17)

Max Marks: 10

Part A

Answer any two questions. Each question carries **2.5** marks.

2 x 2.5 = 5

1. Define verbal and nonverbal communication.
2. Do you think reading more makes you knowledgeable? Discuss.
3. Why is listening important for effective communication?
4. How can a learner develop thinking in English?

Part B

Answer one question. Each question carries **5** marks.

1 x 5 = 5

1. What is the difference between persuasive writing and expository writing?
2. Explain the importance of punctuation in writing skills.
3. Write a notice for the notice board of Maulana Azad College, Aurangabad, informing the students of your college about the visit of the President of India on 20.04.2020. The notice should not be more than 50-60 words and should ask the students to maintain punctuality, cleanliness, and discipline during the specified period.

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Assignment No. 3 (Units 18–24)

Max Marks: 10

Part A

Answer any two questions. Each question carries **2.5** marks.

2 x 2.5 = 5

1. Mention two benefits of integrating newspapers to teach reading skills.
2. What is meant by "group discussion"?
3. What is the structure of the letter?
4. How can audio-visual advertisements be used to change the aptitude of the learners in the language classroom?

Part B

Answer one question. Each question carries **5** marks.

1 x 5 = 5

1. What are the important points that need to be remembered while drafting a good resume?
2. Assume that you are Sheela Gupta of Guntur. The Cambridge dictionary you purchased from Vishalandhra Book House has 50 pages missing. Please draft an email to the sales manager to outline your concerns.
3. Comment on the telephonic interview and explain the precautions to be taken during the telephonic interview.