



**Centre for Distance Learning**

(Approved by Joint Committee of UGC-AICTE-DEC)

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**ADDCS 101 - REMEDIAL / FUNCTIONAL GRAMMAR AND VOCABULARY** Assignment -1 5 X 3 = 15

1. What is Greek meaning of "Idiom"?
  2. Determiners can be arranged in six classes according to the type of nouns with which they are used. Explain
  3. What is a 'Homonym'? Explain it with examples
  4. Write a note on how phrasal verbs enrich our language
  5. Define Primary Auxiliaries and Modal Auxiliaries. Give three examples each
- Assignment -2 5 X 3 = 15
6. With what and how should a subject agree with a verb?
  7. Give the meaning and make your sentences of the following words  
i) Ambiguous ii) Boycott iii) Colleague iv) Detective  
v) Emigrant vi) Fatal
  8. What are the verbs that cannot be used in the continuous tense except in a few special uses? Give examples
  9. What is the difference between 'finite verbs' and non-finite verbs? Give examples
  10. Mention a few rules of concord and what is "Notional concord"?

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**ADDCS 102 - LANGUAGE SKILLS (LSRW Skills)**

**Assignment -1 5 X 3 = 15**

1. Briefly summarise various modes of listening?
2. What are the basic features of Spoken English
3. "Body language can make or mar a speech". Discuss
4. Describe in detail the important skills required for effective comprehension?
5. What are the similarities and differences between summary and not-making?

Assignment -2 5 X 3 = 15

6. How can a text be understood through non-linguistic responses?
7. How do skimming and scanning go together in comprehending a text?
8. Write the importance of 'stress' and 'Intonation' in listening
9. What are the Dos and don'ts for Effective Telephone Conversation?
10. Explain the role of topic sentence in an Essay and write an essay on "pet animals"

PGDCS-1

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**ADDCS 103 - PHONETICS / SPOKEN ENGLISH**

**Assignment -1 5 X 3 = 15**

1. Give the classification of vowels with the help of vowel diagram
2. Write an essay on the influence of Rhythm on Accent
3. What are the functions of word accent in English
4. Write an essay on the linguistic function of intonation
5. Transcribe the following words into phonetic script  
i) Book vi) Engineer  
ii) Zoo vii) Near  
iii) Jump viii) Campus  
iv) Listen ix) Tea  
v) Reach x) Rise

Assignment -2 5 X 3 = 15

6. Describe what intonation is. Discuss the relation between Intonation and tone?
7. Explain the process of how English sounds are produced by the aggressive air stream mechanism.
8. How are English consonants produced. What are the criteria for the classification of consonants?
9. What are the functions of English tunes according to J.D O' Connor?
10. What is stress? What are the different view points about stress?

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**ADDCS104-COMMUNICATIVE ENGLISH WRITING**

**Assignment -1 5 X 3 = 15**

- 1) Explain various forms of writing.
- 2) Various component of email
- 3) Elucidate various forms of Business letters
- 4) Write a note on Job Applications
- 5) Write a note on various aspects of Agenda

Assignment -2 5 X 3 = 15

- 6) Explain the importance of Notice.
- 7) What are various resources of proposal writing
- 8) What are proposal writing strategies.
- 9) What are the main differences between Proposals and Reports
- 10) Differentiate the Business Correspondence from Social Correspondence

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**ADDCS 105 - VERBAL & NON- VERBAL  
COMMUNICATION SKILLS Assignment -1 5 X 3 = 15**

1. Discuss in detail the effective time management for Business professionals
2. What is meant by body language and discuss the importance of it for an administrator
3. Bring out the ways of effective free to fare conversation
4. Write a note on the importance and features of corporate etiquette
5. Write a note on drafting, revising and editing of the effective business messages

**Assignment -2 5 X 3 = 15**

6. Discuss the various skills of Time Management
7. Discuss the difference between face to face conversation and online Communication. Trace out their advantages and disadvantages
8. Write a dialogue requesting your father to enhance your monthly allowance
9. Write a dialogue between yourself and your manager regarding the sanction of extra-increment for those employee who have better educational qualifications
10. Illustrate the various components of a business e-mail and enumerate its advantages

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**ADDCS 106 - BUSINESS COMMUNICATION**

**Assignment -1 5 X 3 = 15**

1. Write a note on the purposes and kinds of group meetings
2. Write a note on the basic preparation for negotiating the Job offer
3. Discuss the salient features of Role Play
4. What are the things that the participants must avoid in a group discussion?
5. Write a note on the various styles of leadership

**Assignment -2 5 X 3 = 15**

6. Write a dialogue for a group discussion with five participants on any topic of your own
7. Discuss the importance of Organization and Management
8. "Technical and Business reporting is an offshoot of scientific mind". Discuss with illustrations
9. Trace out the structure of the presentation
10. Explain group discussion as a tool of communication

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**ADDCS 107 - SOFT SKILLS**

**Assignment -1 5 X 3 = 15**

1. Define positive attitude and explain how you can start making your attitude positive
2. What is SWOT Analysis? What are the benefits of SWOT Analysis?
3. How is assertive communication critical in resolving conflicts?
4. Summarize the characteristics of a healthy vs an unhealthy organization
5. Explain Penelope Brown and Stephen Levinson's Politeness Theory

**Assignment -2 5 X 3 = 15**

6. Define Stress? Explain the characteristics of Stressors
7. Write an essay on the SMARTER structure of goal-setting
8. What is procrastination and how can it be managed?
9. Explain the difference between "short-term" and "long-term goals"
10. Define politeness and significance of its applicability

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**NOTE:**

- 1) Last date for submission of assignments for all the courses / paper is- 15.03.2018
- 2) Non-submission of assignments as per the scheduled dates mentioned above attracts a fine of Rs. 200/- upto 26.03.2018 per each assignment of a course / paper and under any circumstances the assignments will not be accepted from 27th March, 2018.
- 3) Assignments are to be written in the Book-lets provided by CDL and other formats are not accepted.
- 4) Answer all 10 questions, in a single book only

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