



Centre for Distance Learning

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

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ADDCS101-REMEDIAL / FUNCTIONAL GRAMMAR AND VOCABULARY

ASSIGNMENT – I 5 X 3 =15 Marks

1. Briefly describe with illustrations the finite verb and its further classifications.
2. What is a gerund ?
3. What did you understand about the Participle?
4. Write a small note on Tenses and their uses with examples
5. What are the three conditions for conditional sentences ? Explain with examples.

ASSIGNMENT – II 5 X 3 =15 Marks

6. What are the principles that govern the subject verb Agreement ?
7. What are the articles in English language and explain their usage.
8. List a few body idioms.
9. Use the following phrasal verbs in sentences of your own giving their meanings:
 a) put off b) put out c) put up d) put down e) put on
10. What is the difference between HOMONYM, HOMOPHONE and HOMOGRAPH ?

ADDCS102-LANGUAGE SKILLS (LSRW Skills)

ASSIGNMENT – I 5 X 3 =15 Marks

1. Why is listening difficult compared to reading ? Make a note on the distinction between hearing and listening.
2. What are the strategies required for effective conversation?

3. Write a ‘dialogue’ of a telephone conversation on the following text.
 Harika wants to talk to Meghana, but she is not at home
 So Harika leaves her number and requests Meghana’s mother to ask Meghana to call her back when she returns.
4. Make a note on the 5 R’s of Note Taking
5. Write an essay on the following topic in not more than 300 words.
Globalization helped enriching higher education.

ASSIGNMENT – II 5 X 3 =15 Marks

6. How do signal phrases and logical connectors help developing listening comprehension ? Elucidate.
7. Pen ‘dialogues’ in formal and informal way on how people greet each other and take leave of one another
8. Write Notes on linguistic and non linguistic responses to the *text*.
9. What are the various strategies you adopt for Note Making?
10. How do you write an essay with a wekk-knit structure ?

ADDCS103-PHONETICS / SPOKEN ENGLISH

ASSIGNMENT – I 5 X 3 =15 Marks

1. Give a list of the English Consonants and describe their places and manners of articulation.
2. Identify the sounds indicated by the bold letters in the following words.
 a) psychology b) sugar c) necessary d) education f) visual
3. Discuss the structure of English syllables briefly.
4. Mark stress in the following words.
 a) petrol b) machine c) deposit d) mistake e) excuse
5. Transcribe the following words.
 a) cleanse b) comfort c) person d) preparation e) robot

ASSIGNMENT – II 5 X 3 =15 Marks

6. How many Vowels are there in English? What are the various types? Give the three term labels for all of them.

7. Identify the weak forms in the following sentences.
 - a) Give him a chance
 - b) Let her speak
 - c) Is he your brother?
 - d) He has taken the books
 - e) Take either of them
8. Transcribe the following words.
 - a) Sponge
 - b) Burst
 - c) Breath
 - d) Equation
 - e) Sweat
9. Describe the structure of Onset and Coda in an English syllable.
10. Distinguish between the two types of transcriptions.

ASSIGNMENT – II 5 X 3 =15 Marks

6. Explain the arrangement of cutlery on dining table for a formal dinner?
7. What are the barriers of effective Time Management?
8. What do you understand by Working Image?
9. Explain the role of "Non-verbal Language" in the process of Communication?
10. What is an "interview" and explain different kinds of interviews?

ADDCS104-COMMUNICATIVE ENGLISH WRITING

ASSIGNMENT – I 5 X 3 =15 Marks

- 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 – II 5 X 3 =15 Marks

- 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

**ADDCS105-VERBAL AND NON-VERBAL
COMMUNICATION SKILLS**

ASSIGNMENT – I 5 X 3 =15 Marks

1. Explain the four stages of Listening.
2. Differentiate posture from gesture and give suitable
3. Explain the role and importance of telephonic communication in modern business world.
4. Write a note on gender differences in space management.
5. Write a note on the key components of an E-mail.

ADDCS106-BUSINESS COMMUNICATION

ASSIGNMENT – I 5 X 3 =15 Marks

1. Explain different contexts of business communication.
2. Explain the importance of signpost words in making presentations
3. Discuss various types of group discussions.
4. Write a note on public speaking.
5. Write a note on different correction methods in role play.

ASSIGNMENT – II 5 X 3 =15 Marks

6. Discuss the barriers of communication?
7. Discuss the structure of a presentation?
8. What are the skills assessed in a group discussion.
9. What are the steps to be taken by the Chairperson for the success of a meeting?
10. What are some of the common pitfalls of a leader

ADDCS107-SOFT SKILLS

ASSIGNMENT – I 5 X 3 =15 Marks

1. Explain how soft skills need to be identified and improved upon for effective communications with others.
2. What is SWOT Analysis ? What are the benefits of SWOT Analysis ?
3. How does stress affect an individual in his professional and personal fronts ?

4. What are the causes of conflicts ?
5. Discuss different styles of handling conflict.

ASSIGNMENT – II

5 X 3 =15 Marks

6. Write a short note on the four stages of negotiation.
7. Describe the processes of decision making
8. Write a note on the responsibilities of a Team leader.
9. What is etiquette ? What are the benefits of following proper etiquette ?
10. What is goal setting ? What are the pitfalls of goal setting ?

NOTE:

- 1) **Last date for submission of assignments for all the courses / papers is- 15-10-2017**
- 2) **Non-submission of assignments as per the scheduled date mentioned above attracts a fine of Rs. 200/- upto 31-10-2017 per each assignment of a course / paper and under any circumstances the assignments will not be accepted from 1st November, 2017.**
- 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.**