

**BEGE-103: Communication Skills in English
(TUTOR MARKED ASSIGNMENT)**

Course Code: BEGE-103

Total Marks: 100

Assignment Code: BEGE-103/2020-21

Note: Attempt all questions
Each question carries 20 marks.
Send your TMA to the Coordinator of your Study Centre.

1. Define soft skills and explain how they facilitate communication.
20
2. What do you understand by 'figures of speech'? Name five and illustrate their use.
20
3. Explain the concept of 'infotainment' and elucidate how television would fall into that category as a liberal educator.
20
4. What are bad news letters? What are the points to be kept in mind when such letters are drafted and sent?
20
5. You are working in the medical sector. Write a report on how environmental degradation is taking a toll on the physical and mental health of children.
20