

**Bachelor's Degree Programme
(BDP)**

**ASSIGNMENT
2018-19
(For July 2018 and January 2019 sessions)**

ELECTIVE COURSE IN ENGLISH –04
English for Practical Purposes



School of Humanities
Indira Gandhi National Open University
Maidan Garhi, New Delhi-110 068

Elective Course in English-04 (EEG-04)

Programme: BDP
Course Code: EEG-04/2018-19

Dear Student,

You will have one assignment for the Elective Course in English-04. This assignment is a Tutor Marked Assignment (TMA) of 100 marks. It covers all the 8 blocks.

Aims: The assignment is concerned mainly with assessing your application and your understanding of the course material. You are not required to reproduce chunks of information from the course material but to use the skills that you may have acquired during the course of your study. The assignment aims to assess your performance as well as to help you prepare for the term end examination.

Instructions: Before attempting the assignment please read the following instructions carefully:

1. Read the detailed instructions about the assignments given in the Programme guide for the Elective Courses.
2. Write your Roll Number, Name, Full Address and Date on the top right corner of the first page of your response sheet(s).
3. Write the Course Title, Assignment Number and the Name of the Study Centre you are attached to in the centre of the first page of your response sheet(s).
4. Do not plan to take the terminal examination for the course if you have not done the assignments set for it first. You will not be permitted to do so.

The top of the first page of your response sheet should look like this:

	Roll No.
	Name:
	Address.....

Course Title:
Study Centre	Date:

5. Use only foolscap size paper for your response and tag all the pages carefully.
6. Write the relevant question number with each answer.
7. You should write in your own handwriting.
8. **Submission:** Remember to keep a copy of your assignment with you and to take a receipt from your Study Centre when you submit the assignment. The completed assignment should be submitted to the Coordinator at the Study Centre allotted to you. **Last Date for Submission of Assignment is:**

For June Exam - 31st March
For December Exam - 30th September

Note: *Remember the submission of assignment is a precondition for appearing in the examination. If you do not submit the assignment on time, you will not be allowed to appear in the examination.*

Assignment-EEG-04

Programme: BDP
Course Code: EEG-04/TMA/2018-19
Max Marks: 100

Answer all questions

- 1 Read the passage given below and answer the questions that follow it:

As human civilizations have changed from agrarian to industrial economies, they have become increasingly dependent on fossil fuels (petroleum, coal and natural gas) and derived forms of energy (heat and electricity). Early agriculture societies depended entirely on the energy of sunlight to grow food, and the energy of physical labour for its cultivation and harvest. Domestic animals, introduced later, converted food energy into fats, fibres and proteins and provided greater physical strength to draw ploughs, pull carts and turn waterwheels. These early societies obviously did not require electricity or combustion engines to drive machines.

The invention of the electric motor and the internal combustion engine in the nineteenth century changed this orientation completely. Firstly, these machines were a startling boost to productivity. They enabled man to do far more work and to cultivate and harvest greater acreage. Secondly, machines replaced draft animals, with the result that modern agricultural operations became dependent on petroleum and electricity. An absence of either one would be disastrous to present food production throughout much of the world.

Essentially the same transition has occurred in energy requirements for industrial, transportation and domestic needs. One hundred years ago, electricity was a novelty, automobiles were a freakish invention and the diesel truck was unknown. Since then, all three have become essential. A modern city cannot exist without electricity and petroleum. Within another hundred years we will have to find alternatives for the latter, since the world's reserves will not last that long, but our need for electrical energy will continue to rise.

(From: *Ecology and the Quality of our Environment*,
By Charles H Southwick)

- 1a Tick the title you think best describes the passage you have just read. Say why the titles you discard are inappropriate. 2
- a The energy crisis
 - b The importance of domestic and draft animals
 - c Patterns of human energy requirements
 - d Energy and the industrial revolution

Answer the following questions as briefly as possible. 6

- 1b What is the collective name for energy sources such as petroleum and coal?
- 1c What two basic forms of energy were sufficient to support life to early agricultural societies?
- 1d How have energy needs changed since the invention of the internal combustion engine?
- 1e Why will we have to find alternatives for petroleum in the next hundred years?

- 1f What inventions in the nineteenth century brought about radical changes?
- 1g What two sources of energy are considered essential to the life of the modern city?
- 1h Now say if the following statements are TRUE or FALSE, according to the passage. Correct the false statements. 4
- i Food production entirely depends on petroleum and electricity.
- ii Draft animals not only supply power for agriculture and transport, but they also provide man with food.
- iii Most industrial nations have become dependent on fossil fuels to meet their energy requirements.
- iv Demand for electricity will rise in the future, just as reserves of oil will increase.
- 1i Find out the meaning of the following words/phrases used in the passage. Make sentences of your own using these words/phrases: 8
- i agrarian ii converted iii orientation
- iv boost v draft animals vi disastrous
- vii transition viii novelty
- 2 As an Office Manager, draft a memo to ask employees of various departments to convey in writing their requirement for furniture within a week of the issue of the memo. 10
- 3 Given below are some answers. Provide appropriate questions to them: 5
- i Yes, I am doing English Honours.
- ii She has two brothers.
- iii No, it is not very expensive.
- iv Mrs. Gupta is going to Indore tomorrow.
- v I am doing my home assignment.
- 4a Two classmates Karan and Seema are discussing the advantages and disadvantages of Internet in today's world. Karan is in favour of Internet and feels it is good for students whereas Seema feels that it has more disadvantages than advantages. Write a dialogue between them giving five turns (sentences) to each of them. 10
- 4b Rewrite the following sentences in reported speech: 5
- i Mohan said, "I can't understand English."
- ii She said, "I will come to your house in the evening."
- iii Neha said, "I have bought a new dress."
- iv He said, "My family is going to Bangalore tomorrow."
- v The teacher said, "Please turn to page 22 in your Science textbook."
- 5 Fill in the blanks in the following passages with the correct form of the verb given in brackets 5
- i He was (learn) typing before he joined this office as a junior assistant. He.....(attend) classes for seven months. Now, he

(be) the most efficient typist in this office. He(work) in this office for the last two years. Next month he (get) a promotion.

ii When I(reach) Neha's house yesterday, a man (sit) there. He had a familiar face but I did not(recognize) him. After he (leave), my friend told me his name. I then (remember) that I had met him earlier at Neha brother's wedding.

6 Read the conversation and fill in the gaps with one of the words below: 10

bring	else	fine	had	hear
hoping	see	serious	sure	take

Secretary: Ms. Priti can(i) you now.
Vineet: Thank you (enters). Hello Priti. How are you?
Priti: Vineet, come in! (They shake hands.)
Secretary: Shall I.....(ii) coffee, Madam?
Priti: Would you like some coffee, Vineet? Or would you prefer something (iii).....
Vineet: No, coffee's fine.
Priti: Two coffees please, Ravi.
Secretary: Okay. I will be right back.
Priti: So, how are you, Vineet?
Vineet: I'm very well.
Priti: Where is Sheena?
Vineet: She couldn't make it this time. One of the kids is down with flu.
Priti: I'm sorry to.....(iv) that.
Vineet: Oh, its not(v). And how are you, Preeti?
Priti:(vi) thank you. Our spring collection is out.
Vineet: I know. I'm(vii) to see it.
Priti: When we've(viii) coffee, I'll(ix) you down to the showroom. I think you'll like it.
Vineet: I'm(x) I will.

7 Complete the following dialogue by filling in the questions. Use the given answers as clues. 10

A: What is this that I hear about Sharad, was he arrested?
B: Yes, he was arrested last night.

A:
B: Yes, it was his fault. He bumped into a cyclist.

A:
B: Yes, he was driving the car.

A:
B: No, his wife was not with him.

A:
B: Yes, the police have taken his license away.

A:

B: Yes, he will have to pay some fine.

A:

B: No, he does not have to appear in the court.

A:

B: Yes, he is very upset about the whole thing.

A:

B: No, I think we should meet him tomorrow. Let him rest.

8 Imagine that you attended one of the following courses during the summer vacation last year. 15

- i. A Computer Course
- ii. A Course on Technical English
- iii. A course in Graphic Designing

Write a report on the course mentioning:

- i. factual details
- ii. effectiveness and limitations of the course

9 As an administrative warden of Ganga hostel, you have noticed that some of the students residing in this hostel drink in the night. Also, you have received many complaints from other students. Write a memo to all the students:

- Clearly forbidding them from drinking
- Stating the punishment that will be meted out to them

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