



TAMIL NADU OPEN UNIVERSITY
Chennai - 15
School of Humanities
HOME / SPOT ASSIGNMENT

Programme Name : Under Graduate Programmes (2st Year)
Course Code & Name : **BFEG-211 Foundation in English**
Batch : AY-2018-19
No. of Assignment : Three
Maximum CIA Marks : 25 (Average of three Assignments)

ASSIGNMENT –1

Maximum: 25 marks

Answer any one of the question not exceeding 1000 words.

- 1) English as a Global Language: Substantiate.
- 2) Enumerate Indian English.
- 3) Explain Report writing.

ASSIGNMENT –2

Maximum: 25 marks

Answer any one of the question not exceeding 1000 words.

- 1) What are the differences between Business letter and personal letter? Explain with examples.
- 2) Describe the features of American English.
- 3) Critically analyse Somerset Maugham's *The Verger*.

ASSIGNMENT –3

Maximum: 25 marks

Answer any one of the question not exceeding 1000 words.

- 1) Elucidate the importance of spoken English skills for successful career.
- 2) Write a job application letter to the Manager, SPIC, No,3, GST Road, Guindy, Chennai - 25 for the post of Administrative Executive. Enclose one page bio data.
- 3) Attempt answer for the followings as directed.
 - (a) Write down the expansion for the following acronyms:
 - i) MCP ii) FOC iii) ABCD iv) ASP
 - (b) Write down the expansion for the following abbreviations:
 - i) Jan ii) Gen.Sec. iii) Lab Ass iv) Govt. v) Sec.