

BACHELOR OF COMPUTER APPLICATIONS (BCA_NEW)

BCA_NEW /ASSIGN/SEMESTER-I

ASSIGNMENTS

(July-2025 & January 2026 Sessions)

BEVAE-181, BEGLA-136, BCS-111, BCSL-013, BCS-012



**SCHOOL OF COMPUTER AND INFORMATION SCIENCES
INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI – 110 068**

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Important Notes

1. Submit your assignments to the Coordinator of your Study Centre on or before the due date.
2. Assignment submission before due dates is compulsory to become eligible for appearing in corresponding Term End Examinations. For further details, please refer to BCA Programme Guide.
3. To become eligible for appearing the Term End Practical Examination for the lab courses, it is essential to fulfill the minimum attendance requirements as well as submission of assignments (on or before the due date). For further details, please refer to the BCA Programme Guide.

Course Code : **BEGLA-136**
Course Title : **English at Work Place**
Assignment Number : **BCA_NEW(I)-136/Assignment/2025-26**
Maximum Marks : **100**
Weightage : **25%**
Last Dates for Submission : **31st October,2025(For July2025 Session)**
30th April, 2026 (For January 2026 Session)

SECTION A

Q1: Write short notes on the following:

(5x4=20 Marks)

- a) Difference between a portfolio and resume
- b) Common Gender Perceptions
- c) Workplace Etiquette
- d) Importance of Good Customer Service

SECTION B

(10x5=50 Marks)

- Q1:** Write a short paragraph describing any person from your institution/workplace.
Q2: List a few common body gestures and explain what each one communicates or signifies.
Q3: Make a presentation for your organization on sustainable workplace practices.
Q4: You are interested in applying for the position of a marketing executive in a company. Write a covering letter for this position, showing how you are suitable for the job.
Q5: Discuss the characteristics of work Ethics by giving suitable examples.

SECTION C

(15x2=30 Marks)

- Q1:** Create a Curriculum Vitae (CV) for your desired job, clearly highlighting your educational qualifications, professional experience, achievements, and other relevant details tailored to the position.
Q2: You are preparing for an interview for the position of a Research Analyst at a reputed institution. List ten likely interview questions along with your well-thought-out answers.