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| *The assignment sheet is designed for 50 marks.*  Download the assignment sheet, save it on your computer/laptop, work on the tasks, and upload the document with answers on the LMS before 07.00 am on 11 May 2020.  Late submissions are strictly not allowed under any circumstances. |

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| **REMEMBER:** Plagiarism or copying information from any source is a serious offence and will be dealt with seriously. Moreover, no two scholar attempts must look alike. |

**READING & WRITING**

**Read the article on ‘Top working from home tips from around the world’ and work on the tasks given later.**

**Link to the article:**

<https://www.bbc.com/worklife/article/20200417-top-working-from-home-tips-from-around-the-world>

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| **TASK 1 Marks: 01 x 30 = 30** |

**Write a summary of the article in 100-120 words. Do not copy sentences verbatim from the original article; instead, use your own words. Remember that if your summary is below 100 words or above 120 words, it WILL NOT be considered for grading.**

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| **Write your summary here:**   * In this article, As a result of COVID-19, a whole swath of the work force around the world is homebound. * It is not an easy transition for everyone, but a lot of professionals, ranging from astronauts to writers, gave their best tips on isolating and working from home. * some great tips on how to adjust to these new circumstances * Several people suggested putting structure and daily routines in place, including scheduling frequent breaks. * One tip several readers offered was to work in a spot in your home that gets good natural light, or to work in any outdoor space you have. * Many of you suggested ways to keep your children busy, including chores, games and taking shifts with your spouse then children didn’t distract you while working. |

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| **TASK 2 Marks: 1 x 20 = 20** |

**At a recent team meeting, your manager has criticized one your teammates for being rather inefficient during the WFH period. He said that because your teammate had not completed a few tasks on time, was not available for a few team meetings, and had not been responding to mails frequently.**

**After the meeting, you’ve spoken to him/her to understand the situation. (S)He has told you that (s)he has more than enough on his/her plate, thus managing everything is getting extremely difficult.**

**Help your teammate organize his/her time to work efficiently during the WFH period.**

**Write an imaginary dialogue between both of you. In your dialogue, you may have to use *expressions of enquiry*, *comfort*, *confirmation*, *advice*, *suggestion*, *gratitude*, etc.**

**(Minimum exchanges: 10)**

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| **Write your response here:**  **Me : Hi….**  **Teammate : Hello….**  **Me : you are response is not good during WFH period. May I know reasons.**  **Teammate : yes. I have interruptions like family, pets, neighbors and doorbell.**  **Me : ok. I give some suggestions to avoid these interruptions.**  **Teammate : yes, please.**  **Me : maybe you have to actually lock the door and pretend you are not home. This avoids interruption from doorbell and neighbors.**  **Teammate :ok.**  **Me : To keep your children busy, including chores, games and taking shifts with your spouse then children didn’t distract you while working.**  **Teammate : ok.**  **Me : keep consistent work hours i.e simply do not answer calls during work.**  **Team mate : ok.**  **Me :please try to explain to your family that office work is so important.**  **Teammate :ok. I will try.**  **Me: time management is also important .please maintain time management also.**  **Teammate : ok.**  **Me : please, try these suggestions.**  **Team Mate : yes, sure.**  **Me : I do not want see any issues from your side.**  **Teammate : definitely.**  **Me : please attend meetings and respond your emails.**  **Teammate : ok. These issues does not repeat again. Thank you for give suggestions to me.**  **Me : welcome and bye.**  **Teammate : bye.** |