Course Code : BEGLA-136

Course Title : English at the Workplace

Assignment Number : BCA (I)/136/Assignment/2024-25

Maximum Marks : 100

Last Date of Submission : 31stOctober, 2024 (For July Session)

: 30thApril, 2025 (For January Session)

This assignment has three sections for a total of 100 marks. Answer all the questions of all the sections.

# SECTION A

1. Write short notes on the following: 5x4=20

1. Types of customers at the workplace
2. Characteristics of Work Ethics
3. Common Trends in E Communication
4. Behavior Code at the Workplace

# SECTION B

10x4=40

1. Briefly write about your dream job and how you plan to make it a reality?
2. Discuss the importance of body language during interviews.
3. Make a presentation for your organization on why you think it is essential to have a portfolio while apply for a position in an organization.
4. You are interested in applying for the position of a web designer in a company. Write a covering letter for this position, showing how you are suitable for the job.

# SECTION C

20X2=40

1. Prepare a CV (Curriculum Vitae) for a job you wish to apply for, mentioning your qualifications, work experience achievement etc. relevant to the job.
2. You are planning to appear for an interview for the position of a English Language Trainer in a reputed institution. Write out ten questions you expect to be asked and your answers to these questions.

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