

# **CENTRE FOR DISTANCE EDUCATION**

**Aligarh Muslim University, Aligarh**

**Session 2018-2019**

**Diploma in Communicative Skills in English (DCSE)**

**Oral Communication Skills**

**(DCE-21)**

## **ASSIGNMENT**

**Maximum Marks: 25**

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**a) Attempt any two questions.**

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1. Define Listening. Discuss the Non-Verbal Sign of Ineffective Listening.
2. You are interviewing a famous cricketer. Write down the transcript of the interview in the appropriate format.
3. State the principle of effective public speaking and also highlight its importance.
4. Define Language and state its properties in detail.

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**Aligarh Muslim University, Aligarh**

**Session 2018-2019**

**Diploma in Communicative Skills in English (DCSE)**

**Legal English**

**(DCE-22)**

## **ASSIGNMENT**

**Maximum Marks: 25**

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**a) Attempt any two questions.**

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1. Write down ten tips for effective presentation in legal communication.
2. Write a detailed essay on the use of Language in the legal sphere.
3. Write a paragraph in about 100-150 words on any one of the following topics:  
(a) Demonetization                      (b) Judicial activism
4. Write down the meaning of any 10 of the following words and use them in your own sentences.  
(a) Plaintiff                      (b) alienation                      (c) bail                      (d) accused                      (e) evident  
(f) indemnity                      (g) Plea                      (h) de-facto                      (i) conviction                      (j) defendant  
(k) decree                      (l) charge-sheet                      (m) prima-facie

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# **CENTRE FOR DISTANCE EDUCATION**

**Aligarh Muslim University, Aligarh**

**Session 2018-2019**

**Diploma in Communicative Skills in English (DCSE)**

**Business English**

**(DCE-23)**

## **ASSIGNMENT**

**Maximum Marks: 25**

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**a) Attempt any two questions.**

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1. Discuss the differences between an e-mail and fax substantiates your answer with suitable examples.
2. Briefly discuss the role of grammar in Business English Communication.(75-100 words)
3. Write a note on Business English. Why is it important today?
4. Write down two words by using following Prefixes and Suffixes. Do any five.

(Two words each for each suffix and prefix which are given below)

(a) tion      (b) dis      (c) mis      (d) un      (e) in      (f) al      (g) ment

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# **CENTRE FOR DISTANCE EDUCATION**

**Aligarh Muslim University, Aligarh**

**Session 2018-2019**

**Diploma in Communicative Skills in English (DCSE)**

**English for Media Skills**

**(DCE-24)**

## **ASSIGNMENT**

**Maximum Marks: 25**

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**a) Attempt any two questions.**

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1. Social Media is clearly having an impact on Language. Discuss and elaborate.
2. Critically examine in brief the importance of ‘metaphors’ in arts review.
3. Define the term ‘Media’ discuss its role in disseminating information.
4. Write a critical essay on different types of journalism and its role in society.

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# **CENTRE FOR DISTANCE EDUCATION**

**Aligarh Muslim University, Aligarh**

**Session 2018-2019**

**Diploma in Communicative Skills in English (DCSE)**

**Science English**

**(DCE-25)**

## **ASSIGNMENT**

**Maximum Marks: 25**

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**a) Attempt any two questions.**

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- 1.** Your friend has just manufactured a new domestic machine that can be very useful in the kitchen. He wants to apply for a bank loan to expand his business. Draft a report with regard to the prospects of his venture so that the bank may advance him the loan applied for. It is presumed that you have the necessary expertise for submitting such a report.
- 2.** Write a letter to your friend about a class trip (educational tour) you have made. Give details of the hardships (if any) you all faced during the tour.
- 3.** Write a note on the specific style in Scientific Writing.
- 4.** Write a scientific text on any one of the following topics in about 200 words:-  
**(a)** Global warming    **(b)** Lunar Eclipse    **(c)** Deforestation

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