

## **Internal Assessment English/MIL BCP – semester 4**

### **Assignment 1 (25 marks)**

Ques. 1 Write a feature article in about 300 words on the role of classical music in modern life.

Answer: For this assignment, students were supposed to discuss

- The relevance of music in life
- Classical music in their understanding
- The new forms of classical music
- Features of classical music and its difference from popular music, especially the mood it imparts
- Their experience of listening to classical music and how it orients their sense of life, reality, and the problems they face.
- In the end, how it affects them both emotionally and cognitively

Ques. 2 You own a restaurant which wants to enhance customer satisfaction. Prepare a multiple-choice questionnaire to get helpful response from the customers.

Answer: Keeping in mind the sense of progression in terms of increasing complexity of questions, students were supposed to prepare a questionnaire keeping in mind:

- Nature of experience
- Facilities available
- Customer service
- Quality of product
- Marketing strategies
- Feedback mechanism

### **Assignment 2 (25 marks)**

You have been working as a Sales Manager in a company. The company wants to purchase new office furniture for its new branch. Few days back, a representative from Raja Brothers visited your office. The company decided to purchase the furniture from the firm. Write a business letter to the firm placing the order.

Answer: Properly write the format of the formal letter

- 1<sup>st</sup> paragraph: Beginning with reference to the context, (representative of Raja Brothers visited the company) a detailed explanation of the subject mentioned in the question (placement of order for the purchase of furniture)
- 2<sup>nd</sup> paragraph: Details of the order, specifying the quantity of the items along with time of delivery.
- 3<sup>rd</sup> paragraph: Ask details regarding warranty or guarantee of products as well as details of return or replacement policy of the company. Additionally, visit of a sales representative for setting up and quality check of the products delivered can also be asked.

Test (50 marks)

Question 1: Your college is celebrating its first literature festival. Draft a letter inviting the renowned author Devdutt Pattnayik as the chief guest to speak at the event on the importance of reading literature.

Answer: Properly write the format of formal letter

- 1<sup>st</sup> Paragraph: Beginning with warm greetings to the author, appreciate his seminal works. Discuss in brief the subject of the letter.
- 2<sup>nd</sup> Paragraph: Provide the details of the event along with the specifics of the author's travel and accommodation.
- 3<sup>rd</sup> Paragraph: Extend a formal invitation again and end with expressing how the session will be valuable for students.

Question 2: As a member of the research club of your college, draft a questionnaire for your college students to evaluate their awareness regarding class divide in India.

Answer: Keeping in mind the subject, the students were supposed to draft relevant questions pertaining to: -

- The problem of class divide
- Audience's understanding of the problem
- Different dynamics associated with the problem
- Their personal experience, if any
- Solutions to the problem

Question 3 Draft an interview as a Daily News journalist send to interview school teacher Ms. Nandini about the negligent attitude of students towards education in rural area.

Answer: Beginning with a description of the setting, students were expected to:

- Welcome the interviewee
- Ask questions on experience of teaching in a rural area
- Ask questions on responsiveness of students
- Ask questions on problems faced by the teacher as well as students
- Ask questions on facilities available
- Ask questions on resurrective measures.