BEGAE-182: English Communication Skills
Assignment July, 2026 & January, 2027 Sessions
(Based on Blocks 1 - 4)

Max. Marks: 100

Answer all questions.

1. Write short notes on any four of the following: **5 x 4 = 20**
a. Role of silence in communication
b. Subvocalising
c. Intonation
d. Creative reading
e. Macro functions of communication

2. Differentiate between: **5 x 4 = 20**
a. Verbal Communication and Non-Verbal Communication
b. Register and Jargon
c. Group Discussions at Interviews and Group Discussions in General
d. Formal and Informal Communication

3. Prepare a 5-minute presentation on any one of the following topics: **10**
a. AI in Education
b. Climate Change

4. During an interview, a group of five participants has been given the topic “Importance of work-life balance in the corporate era”. Write a group discussion giving at least two turns to each participant. **10**

5. You recently attended a 3-day Professional Development Workshop organized by "SkillUp Institute." However, you found that the sessions did not cover the topics mentioned in the brochure, the speakers were frequently late, and the study material provided was of poor quality. Write a formal letter of complaint to the Program Coordinator, clearly stating the details of the workshop, listing specific grievances, and requesting a partial refund. **10**

6. Discuss the meeting etiquettes that one should follow while attending a meeting. Also give some recommendations on how a meeting should end. **10**

7. What do you understand by ‘barriers in communication’? Elaborate on the different kinds of barriers that may arise when communicating. **20**

1. Write short notes on any four of the following: 5 x 4 = 20
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Answer

a. Role of silence in communication

Silence is not simply the absence of speech. In interpersonal communication it can carry meaning, regulate a conversation and influence the relationship between speakers. A pause after an important statement, for example, gives listeners time to think. In an interview, a thoughtful pause before answering may show care and self-control rather than lack of knowledge. Silence therefore works alongside words, facial expressions, eye contact and context.

One important role of silence is active listening. When we allow another person to finish without interruption, we show that their ideas deserve attention. This is particularly useful during counselling, classroom discussion and conflict resolution. Silence can also communicate empathy: sitting quietly with a distressed friend may be more supportive than offering quick advice. In meetings, a brief pause encourages quieter members to contribute instead of allowing one person to dominate.

Silence also has a persuasive and organisational role. Public speakers may pause before a key point to create anticipation or after a question to let an audience reflect. A manager who stays silent after asking for suggestions provides space for considered responses. However, the same silence can be interpreted negatively in another situation. It may suggest disagreement, avoidance, embarrassment, boredom or disrespect. Cultural habits matter too: one community may value a respectful pause, while another may expect immediate verbal participation.

Good communicators therefore interpret silence through the surrounding circumstances rather than treating it as a fixed message. A helpful approach is to notice body language, respect another person’s need for reflection and ask a gentle clarifying question when uncertainty remains. Used with sensitivity, silence strengthens listening, emotional understanding and the impact of spoken communication.