ASSIGNMENT
BEGS-183
Writing and Study Skills

Programme: BAG/2026/2027
Course Code: BEGS 183

Max. Marks: 100

Answer all questions in this assignment.

SECTION A

I. Write short notes on the following: **5x5=25**

1. The three main language functions.
2. The process approach to writing.
3. Developing a paragraph according to spatial relationships.
4. The salient features of a report.
5. Differences between a summary and a paraphrase.

SECTION B

II. Answer the following in about 150 words each: **10x4=40**

6. "While writing, we need to develop the skill of analyzing as well as synthesizing." Explain.

7. Briefly describe the Cornell note-taking method.

8. Explain how the structure of a formal letter differs from that of an informal letter.

9. Describe 'gathering skills' with reference to study skills. Why do students need good gathering skills?

SECTION C

III. Write a paragraph of about 150 words on the following topic. Underline the topic sentence after writing the paragraph.

15

"The importance of encouraging creativity in young children."

IV. Write a well-developed composition on the topic given below**:** **20**

'The Impact of Climate Change on the 21st century World'

'

(your composition should have a clear introduction, body and conclusion).

1. The three main language functions.

Answer

We use language for several purposes, but three broad functions are especially important: informative, expressive and directive. The same words may serve different purposes according to the situation, so understanding these functions helps us read and write more effectively.

The informative function communicates facts, descriptions, explanations and ideas. A teacher saying, “Water boils at about 100°C at sea level,” gives information that can be checked. Textbooks, notices about examination dates, news reports and scientific articles mainly use this function. Clear organisation, accurate facts and suitable vocabulary make informative writing useful to its readers.

The expressive function conveys the speaker’s or writer’s feelings, attitudes and personal experiences. Sentences such as “I am delighted with my result” or “What a disappointing day!” express emotion rather than simply provide facts. Diaries, poems, personal letters and some conversations often have an expressive purpose. Word choice and tone are particularly important here because they help a reader recognise happiness, fear, anger or sympathy.

The directive function tries to influence another person’s action. Requests, instructions, advice and commands are common examples. “Please submit the form by Friday” directs the reader to act. Directions on a medicine label and instructions in a recipe also use directive language. Its effectiveness depends on being precise, appropriate and polite when required.

These functions frequently overlap. A letter asking a college for a scholarship may describe financial circumstances (informative), express a genuine need (expressive) and request assistance (directive). Recognising the dominant purpose helps a writer choose the proper style and helps the reader understand the message.

2. The process approach to writing.

Answer

Good writing usually develops through several connected stages rather than appearing perfectly in one attempt. The process approach treats writing as a sequence of planning, drafting, reviewing and improving. It places importance on how a text is produced, not only on the finished page.