BEGE-104
English for Business Communication
Assignment 2026-27

Course Code: BEGE-104/2026-27
Max. Marks: 100

Attempt all the questions.

1. As a researcher you have conducted a survey of students to evaluate their experiences with online learning. Write a report based on the responses received, focusing on the advantages, challenges, and suggestions made by students. 10

2. Complete the sentences with the correct participle forms of the verbs given below. 10

   write, steal, drive, fly, cut, sing, shake, spend, build, wear

   a. The national anthem was beautifully _____ by the choir.
   b. Someone has _____ my bicycle from outside the shop.
   c. She was _____ a traditional dress at the ceremony.
   d. The old bridge was _____ more than a century ago.
   e. The bird has _____ away from its nest.
   f. The letter was _____ by hand.
   g. He was _____ with fear during the earthquake.
   h. He has _____ all his savings on books.
   I. The vegetables were freshly _____ from the garden.
   j. She felt exhausted after _____ all night.

3. You want to borrow books for a project. Write a dialogue between you and the librarian asking for assistance. 10

4. Attempt **any one** of the following: 10

   a. Write a telephone conversation between you and the manager of a banquet hall to enquire about booking the venue for a family function.
   b. Write a telephone conversation between you and a bank official to seek information about opening a savings account and the documents required.

5. Rewrite the following sentences using the passive form. First one is done for you as an example. 5

   They planted hundreds of trees in the park.
   Hundreds of trees were planted in the park.

   a. Someone has broken the window.
   b. He must finish the work before Friday.

c. They will announce the winners next week.
d. They had closed the shop before sunset.
e. People make tea from tea leaves.

6. Complete these words or expressions using the words below. 5

behind, around, across, above, near

a. The painting hangs _____ the fireplace.
b. The school is located _____ the post office.
c. The cat jumped _____ the wall and disappeared.
d. The river flows _____ the village.
e. The children gathered _____ the campfire.

7. Define 'portfolio' and explain its significance in business communication. What types of documents and materials are typically included in a professional portfolio? 10

8. In the following memo the linking words and phrases are missed out. Choose the most appropriate word or phrase from the ones given. 10

(Moreover, Therefore, However, Besides, Consequently)

Memo from: Principal
To: All Students
Date: 10th February 2026
Ref No.: SP/2026/02

The school will organize a Book Fair from 20th to 22nd February in the school auditorium. Students will have access to a wide range of books, including fiction, biographies, and reference materials. (i) _____, several authors will visit the fair and interact with students.

Special discounts will be available on selected titles. (ii) _____, students are encouraged to bring sufficient funds if they wish to purchase books. The fair will remain open during school hours. (iii) _____, classes will continue according to the regular timetable.

Students are requested to maintain discipline while visiting the fair. (iv) _____, they should also follow the instructions given by teachers and volunteers.

The school has received an enthusiastic response from students for the event. (v) _____, additional counters will be set up to manage the expected footfall.

9. Read the following advertisement carefully and write an application letter applying for the post of Content Writer. Prepare a suitable CV to be sent with the application. 5+5 =10

TechNova Solutions Pvt. Ltd.
A leading software company requires a Content Writer for its corporate communications team. Applicants should hold a Bachelor's degree in English, Journalism, or Mass Communication. Excellent writing, editing, and computer skills are essential. Fresh graduates may also apply. Apply to: HR Manager, TechNova Solutions, Sector 62, Noida.

10. As the President of the Photography Club of your college, draft a notice inviting entries for a Photography Contest on the theme "Nature Around Us." 10

11. Complete the sentences with suitable phrasal verbs: 10

(back up, take up, drop off, put out, hand in, got over, check in, turn on, take off, carry out)

a) The students must _____ their assignments by Friday.
b) The firefighters worked hard to _____ the fire.
c) She finally _____ her fear of public speaking.
d) The plane will _____ at 8:30 a.m.
e) Can you _____ the fan? It is very hot today.
f) Please _____ your files regularly to avoid losing data.
g) The scientist will _____ an experiment to test the theory.
h) She decided to _____ painting as a hobby.
i) He promised to _____ the package at my house on his way home.
j) Passengers are requested to _____ at least two hours before departure.

1. As a researcher you have conducted a survey of students to evaluate their experiences with
online learning. Write a report based on the responses received, focusing on the advantages,
challenges, and suggestions made by students.
10

Answer

Report on Students' Experiences with Online Learning

Purpose of the report: This report presents the main findings of a student survey on online learning. Its purpose is to understand what students find useful, what difficulties they face, and what improvements they would like educational institutions to make. The responses were examined under three main areas: advantages, challenges and suggestions.

Method of collecting responses: A questionnaire was shared with students who had attended online lectures, completed digital assignments and used learning applications. Students were asked about the quality of classes, access to devices, interaction with teachers and their general experience. The responses were examined to identify common experiences and practical suggestions for improving classes.

Advantages reported by students

Students appreciated the freedom to attend classes from home or another suitable place. Many felt that online learning saved travelling time and related expenses. This was especially helpful for students who lived far from their colleges, had family responsibilities or needed a more flexible daily routine.

Another important advantage was easy access to learning materials. Recorded lectures, electronic notes, online libraries and shared presentations helped students revise difficult lessons at their own pace. They could pause a recording, listen again and search for additional explanations. Some students also said that online tests and assignments helped them become more confident in using computers, email and educational platforms.

Students who were shy in a classroom sometimes found it easier to ask questions through chat boxes or messages. Online guest lectures also allowed learners to hear teachers and professionals from other places without having to travel. These responses suggest that online learning can widen access to education when the required facilities are available.