



**TAMIL NADU OPEN UNIVERSITY**  
**Chennai - 15**  
**School of Humanities**  
**HOME / SPOT ASSIGNMENT**

Programme Name : Under Graduate Programmes (2<sup>st</sup> Year)  
Course Code & Name : **BFEG-211 Foundation in English**  
Batch : Arrear Batch  
No. of Assignment : Three  
Maximum CIA Marks : 25 (Average of three Assignments)

**ASSIGNMENT -1**

Max.: 25 Marks

**Answer any one of the question not exceeding 1000 words.**

- 1) What are the differences between Business letter and personal letter? Explain with examples.
- 2) Describe the features of American English.
- 3) Critically analyse Somerset Maugham's *The Verger*.

**ASSIGNMENT -2**

Max.: 25 Marks

**Answer any one of the question not exceeding 1000 words.**

- 1) Elucidate the importance of spoken English skills for successful career.
- 2) Write a job application letter to the Manager, SPIC, No,3, GST Road, Guindy, Chennai - 25 for the post of Administrative Executive. Enclose one page bio data.
- 3) Attempt answer for the followings as directed.
  - (a) Write down the expansion for the following acronyms:
    - i) MCP ii) FOC iii) ABCD iv) ASP
  - (b) Write down the expansion for the following abbreviations:
    - i) Jan ii) Gen.Sec. iii) Lab Ass iv) Govt. v) Sec.

**ASSIGNMENT -3**

Max.: 25 Marks

**Answer any one of the question not exceeding 1000 words.**

- 1) English as a Global Language: Substantiate.
- 2) Enumerate Indian English.
- 3) Explain Report writing.