



**MATS CENTRE FOR DISTANCE AND ONLINE EDUCATION  
(MCDOE)**

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**Assignment Work  
Part II  
Session: July 2025-26**

<b>Max Marks – 15</b>	<b>Min Marks-6</b>
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<b>Name of Programme</b>	<b>BBA</b>
<b>Programme Code</b>	
<b>Name of Course</b>	<b>Communicative English-I</b>
<b>Course Code</b>	<b>OLBBAAEC001</b>
<b>Assignment Number</b>	<b>II</b>
<b>Name of Learner</b>	
<b>Enrollment Number</b>	
<b>Mobile Number</b>	
<b>Email ID</b>	
<b>Address</b>	
<b>Submission Mode</b>	<input type="checkbox"/> LMS <input type="checkbox"/> Learner Support Centre
<b>Signature of Student</b>	
<b>Centre</b>	<b>MCDOE</b>

## **Instruction to Submit Assignment**

### **Instructions to the Student**

1. Write your answers in your own words.
2. Mention the question number clearly before each answer.
3. Each assignment carries **15 marks**; attempt **all questions**.
4. Submit the assignment before the **prescribed due date** to avoid penalties.
5. Retain a scanned copy of your submission for reference.

### **Instruction to Submit Assignment**

- All assignments should be completed and submitted at MCODE study centre before the due date.
- All the Assignment should be written by the learners, in some aspects print out of the assignment will also be accepted.
- The date of submission will be provided by the programme coordinator.
- The assignments constitute the continuous component of the evaluation process and have 30% weightage in the final grading. The students need to score minimum marks as per Examination Scheme of particular programme in the assignments of each course in order to clear the continuous evaluation component.
- Without submission of the assignment learners are not allowed to appear in the term end examination.
- Assignments should be brief, precise and in your own words. Please do not copy the answers from the study material.
- You may retain a copy of your assignment response to avoid any unforeseen situation.

- **Evaluator's Remarks:**

• \_\_\_\_\_

- **Marks Awarded:** \_\_\_\_\_ / 15      **Evaluator's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Attempt all questions. All questions carry equal marks.**

**(3\*5=15)**

1. What are the various parts of speech?
2. Explain the different types of reading.
3. What are the essential parts of business letters?