**Business Communication (ENG 101)**

**Spring 2020**

**Assignment No. 1**

**Total Marks: 20**

**Lectures: 23-32**

**Instructions:**

* Upload your assignments in a proper format, i.e. MS word file. Corrupt files will be awarded zero marks.
* The assignments should be zoomed in at 100%.
* Please avoid plagiarism; plagiarized work will be marked zero.
* After the due date, the assignments submitted via email would not be entertained.
* Please avoid submitting copied assignments; otherwise, such a case would be referred to the discipline committee.
* The font color should be preferably black and font size 12 Times New Roman.

**Q1. Recall the writing techniques and re-arrange three columns from the below given types of writing, language/function, and task. (5\*2=10)**

Types of writing: (i) Postcard (ii) Emails to a professor (iii) Essay (iv) Blog post (v) Dissertation

Language/Function: (i) Paragraph Unity, topic sentences (ii) Classifying abstract: language, mind, acquisition (iii) Making requests, apologizing, making excuses (iv) Slang expression, phrasal verbs (v) Vocabulary, past tense, perfect tense

Task: (i) Compare two places you’ve been (ii) Write a postcard to a friend (iii) Analyze the results and findings (iv) Write and explain why you can’t take the test (v) Write about a story we read in class

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| **S. No.** | **Types of Writing** | **Language/Function** | **Task** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

**Q2.Creative writing is considered to be an art of imagination. To sharpen the imaginative faculties of your mind, an incomplete start of some story has been given. You are supposed to continue the story from the given point and complete it with a proper ending. The story must revolve around the theme “As you sow, so shall you reap.” (10 Marks)**

**Note: The word limit of the story is 120-150 words--excluding the already given words. Exceeding word limit would result in the deduction of marks.**

**STORY:**

Two elderly people, sitting in a park, were eagerly waiting for…\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_