

INTERNAL ASSIGNMENT QUESTIONS

Advanced Diploma in English Language Teaching

I Semester - 2025



PROF. G. RAM REDDY CENTRE FOR DISTANCE EDUCATION

(RECOGNISED BY THE DISTANCE EDUCATION BUREAU, UGC, NEW DELHI)

OSMANIA UNIVERSITY

(A University with Potential for Excellence and Re-Accredited by NAAC with "A" + Grade)

DIRECTOR

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**PROF.G.RAM REDDY CENTRE FOR DISTANCE EDUCATION
OSMANIA UNIVERSITY, HYDERABAD – 500 007**

Dear Students,

Every student of Advanced Diploma in English Language Teaching, Semester I has to write and submit **Assignment** for each paper compulsorily. Each assignment carries **30 marks**. The marks awarded to the students will be forwarded to the Examination Branch, OU for inclusion in the marks memo. If the student fail to submit Internal Assignments before the stipulated date, the internal marks will not be added in the final marks memo under any circumstances. The assignments will not be accepted after the stipulated date. **Candidates should submit assignments only in the academic year in which the examination fee is paid for the examination for the first time.**

Candidates are required to submit the Exam fee receipt along with the assignment answers scripts at the concerned counter on or before **30-08-2025** and obtain proper submission receipt.

ASSIGNMENT WITHOUT EXAMINATION FEE PAYMENT RECEIPT (ONLINE) WILL NOT BE ACCEPTED

Assignments on Printed / Photocopy / Typed will not be accepted and will not be valued at any cost. Only HAND WRITTEN ASSIGNMENTS will be accepted and valued.

Students are Advised not use Black Pen.

Methodology for writing the Assignments (Instructions) :

1. First read the subject matter in the course material that is supplied to you.
2. If possible read the subject matter in the books suggested for further reading.
3. You are welcome to use the PGRRCDE Library on all working days for collecting information on the topic of your assignments. (10.30 am to 5.00 pm).
4. Give a final reading to the answer you have written and see whether you can delete unimportant or repetitive words.
5. The cover page of the each theory assignments must have information as given in FORMAT below.

FORMAT

1. NAME OF THE STUDENT :
2. ENROLLMENT NUMBER :
3. NAME OF THE COURSE :
4. SEMESTER (I & II) :
5. TITLE OF THE PAPER :
6. DATE OF SUBMISSION :
6. Write the above said details clearly on every subject assignments paper, otherwise your paper will not be valued.
7. Tag all the assignments paper wise and submit them in the concerned counter.
8. Submit the assignments on or before **30-08-2025** at the concerned counter at PGRRCDE, OU on any working day and obtain receipt.

ADVANCED DIPLOMA IN BUSINESS MANAGEMENT

INTERNAL ASSESSMENT

PAPER – I : PRINCIPLES OF MANAGEMENT AND ORGANISATIONAL BEHAVIOUR

SECTION - A

UNIT – I : Answer the following short questions (each question carries two marks)

5x2=10

1. What is Staffing ?
2. Write short notes on functional organisation.
3. How do you distinguish Line and Staff functions ?
4. Define Span of Control.
5. Define Delegation ? Discuss its Advantages.

SECTION – B

UNIT – I : Answer the following questions (each question carries two marks)

2x10=20

1. List of Fayol's Principles of Management.
2. What is meant by 'Authority' ? Discuss various theories of Authority ?

ADVANCED DIPLOMA IN BUSINESS MANAGEMENT

INTERNAL ASSESSMENT

PAPER – II : Marketing Management

SECTION - A

UNIT – I : Answer the following short questions (each question carries two marks)

5x2=10

1. Define Marketing & Marketing Management.
2. Write short notes on Marketing Effort.
3. Define Industrial Marketing. .
4. Sales Forecasting.
5. Marketing Organization.

SECTION – B

UNIT – I : Answer the following questions (each question carries two marks)

2x10=20

1. Define Segmentation, write bases for Segmentation in detail.
2. Write in detail on Howard Sheth Model with a diagrammatic representation.

ADVANCED DIPLOMA IN BUSINESS MANAGEMENT

INTERNAL ASSESSMENT

PAPER – III : BUSINESS STATISTICS & QUANTITATIVE TECHNIQUES

SECTION - A

UNIT – I : Answer the following short questions (each question carries two marks)

5x2=10

1. For a distribution, the Mean = 35.4, Median = 34.3 find mode ?
2. Find the Harmonic Mean of the data : 2,3,4 ?
3. Find the Arithmetic Mean of the following :

Wages	0-10	10-20	20-30	30-40	40-50	50-60
f	12	18	27	20	17	6

4. Explain formula of correlation Analysis.
5. Formula of Both the Regression Analysis.

SECTION – B

UNIT – I : Answer the following questions (each question carries two marks)

2x10=20

1. Find the Rank Correlation from following data & comments.

X	9	7	10	5	8	4	6	3	1	2
Y	10	8	4	6	3	1	2	5	9	7

2. Find use (i) Mean Deviation from mean and (ii) Mean deviation from Median for the following
Data: 10,5,6,9 and 8 be the discrete data points ?

ADVANCED DIPLOMA IN BUSINESS MANAGEMENT

INTERNAL ASSESSMENT

PAPER – IV : FINANCIAL ACCOUNTING

SECTION - A

UNIT – I : Answer the following short questions (each question carries two marks)

5x2=10

1. Define Accounting.
2. What is Inventory.
3. Write the Golden rules of Accounting.
4. What is a banking Company.
5. What is Revenue and Capital Expenditure.

SECTION – B

UNIT – I : Answer the following questions (each question carries two marks)

2x10=20

1. Discuss the Concepts and Conversions of Accounting.
2. Define Depreciations and discuss its Methods.
