



The English and Foreign Languages University

(A Central University Established by an Act of Parliament)

HYDERABAD-500 007, INDIA

Professor Surabhi Bharati
Dean
School of Distance Education

Office: 27689431
27095025
Fax: 91-40-27095025
E-mail ID: eflusedte@gmail.com

EFL-U/SDE/PGDTE/2019/

10th December 2019

Roll No.

19/D/001

Name

Mr. Anbumani P

Dear Participant

Welcome to the **Post Graduate Diploma in the Teaching of English (PGDTE)** programme through the distance mode.

You will find your Roll Number at the top of this letter. ***In future, in all your correspondence with us, please quote this number in addition to your name.*** If your roll number is not mentioned in your letters, we may find it difficult to send you a reply.

We are enclosing a set of instructions regarding submission of assignments, project outlines/ project reports. Please go through them very carefully. We have also enclosed an acknowledgement form that you have to fill in and send it back to us.

We assume that you will start studying as soon as you receive the lessons. You must organise your study carefully, allowing time for your official duties and personal and social obligations. You can finish your PGDTE programme by November 2020 if you submit all your assignments (and project) by the stipulated deadlines.

If you have not already informed us about your mobile number, phone number and e-mail address please do so immediately. We hope you will find the programme useful and enjoyable. PLEASE RETURN THE ENCLOSED ACKNOWLEDGEMENT DULY FILLED IN AT ONCE. We wish you all the best!

Yours sincerely

Dean I/c

Enclosures:

5. Instructions regarding Lessons, Assignments, Projects
6. Lessons
7. A sample copy of the Cover Sheet to be attached with the Assignments
8. Acknowledgement form – to be returned

INSTRUCTIONS REGARDING LESSONS, ASSIGNMENTS, PROJECT OUTLINES AND PROJECT REPORTS FOR PGDTE¹

1. LESSONS

As you already know, you are required to

- a. do 5 courses; or
- b. **do 4 courses and work on a project** on one of the topics from the list already sent.

Listed below are all the courses offered under the PGDTE programme. You have already, in your application for admission, stated your options. Please note that you will receive the lessons and assignments only for the courses you have opted for as indicated below:

Sl. No.	Name of the course	
1.	The Phonetics of English	Blocks I-III
2.	Principles of Language Teaching	Blocks I-III
3.	Testing of Language and Literature	Blocks I-II
4.	Stylistics	Blocks I-III
5.	Indian Writing in English – I (Drama & Poetry)	Blocks I-III
6.	Indian Writing in English – II (Fiction & Prose)	Blocks I-III
7.	General and English Linguistics	Blocks I-III

We are also sending the following text books: Lights On: Volume I & II for the course Indian Writing in English – I.

2. DOUBTS FOR CLARIFICATION

If you have any doubts or queries in any of the courses, send them in a separate cover mentioning your roll number and address. **DO NOT** attach your doubts to the assignments. We take some time to sort the assignments course-wise, and to enter them in relevant records before passing them on to the evaluators. If you enclose your doubts etc. with the assignments, they may be left unnoticed; to your and our dissatisfaction.

You can use e-mail to communicate with us, indicating the course concerned. Address your queries to efluseddte@gmail.com. Write your name and roll number, the name of the course and block/unit. Use the heading **Doubt for Clarification** when sending your query.

3. ASSIGNMENTS

For each course you have to do **TWO** assignments. Please plan your schedule in such a way that you work regularly for each of your courses.

* Please retain this set of instructions till you finish the programme.

3.1 DEADLINES FOR SUBMITTING ASSIGNMENTS

The three-week contact programme-cum-examinations at the end of your programme is **likely** to be held in **November 2020**. To be eligible for the contact programme and examination at the end of the programme you need to submit:

- a) The first assignment in each course by 15 April 2020.
- b) The second assignment in each course and the project report if chosen by 30 July 2020.

Please note that if you fail to meet either of these deadlines you will not be eligible to attend the contact-cum-examination programme that is likely to be held in November 2020. That is, if you do not submit the first assignment by 15 April 2020 you will not be eligible to attend the contact programme-cum-examinations that is likely to be held in November 2020, even if you submit both the assignments and the project report by 30 July 2020.

If you fail to meet either of the deadlines, you can stay on the rolls for another year, submit the first assignment by 15 April 2021 and the second assignment and the project report by 31 July 2021 and attend the contact programme -cum-examinations that is likely to be held in November 2021.

3.2 HOW TO SEND IN A COMPLETED ASSIGNMENT

1. Along with the assignments we have sent you a specimen cover sheet. Each assignment must be accompanied by a cover sheet. *Please make as many photocopies of this cover sheet as required.* **WITHOUT THIS COVER SHEET YOUR ANSWER SCRIPT WILL NOT BE ACCEPTED.**
2. a. Please make sure that you fill in **all the entries on each cover sheet**, i.e., your roll number, your name, address, name of the course and the number of the assignment.
b. In addition, we request you to also indicate the number of pages your assignment consists of, as this will help us check that no pages are lost. Tag the enclosures properly.
3. On the cover sheet do NOT write anything on
 - a. the left corner which is for office use
 - b. the space left for the tutor's comments
 - c. the reverse of the cover sheet
4. Please use A4 size paper to write your answers. Use the cover sheet as the model for the size. Please avoid using paper of different sizes as it makes packing difficult, and your answer scripts may get torn.
5. Every time you send assignments, enclose a self-addressed postcard – this would be a proof of receipt of assignments sent by you. On the postcard you should enter your roll number, course and the assignment numbers for which you are sending answer scripts. If you do not send this self-addressed post card duly filled-in, we will not be able to send you any acknowledgement.

Your entries on the post card should look like this:

Received the following assignments from

*Name _____
*Roll No. _____
*Course: _____
*Assignment No. _____

SIGNATURE

Date:

(to be filled in by the office)

(*to be filled in by you)

4. PROJECT

Project work is optional and it constitutes one full course for the Diploma Programme. It carries 100 marks. You have already received (with your application) a list of Project Topics along with brief details about each topic. In the case of some courses (like ***Stylistics, General and English Linguistics, and Indian Writing in English***) you are required to formulate a topic yourself using the guidelines provided.

If you have opted for a project please keep the following points in mind:

- It is possible for you to opt for a project in a course other than the 4 you have opted for. However, it is not advisable to do so as you will get little guidance by way of materials since you will not have any lessons to fall back on.
- Since your eligibility to attend the contact programme depends on your meeting the deadline, you must work on the project outline from the start. ***Failure to meet this deadline will prevent you from completing the course this year.***

4.1 PROJECT OUTLINE

The Project Outline is different from the Project Report. You must send in your final topic and a project outline by **28.02.2020**. It is important that you meet this deadline as your eligibility to attend the contact programme depends on it.

Your project outline should be between 1000 and 1500 words. When writing the project outline, please indicate clearly

- a. the course
- b. the project topic number (if any)
- c. the title of the project

In your project outline you should provide a description of the design of the project i.e.,

- a statement of the problem/area you wish to study
 - a concise outline of the steps you intend to follow
 - methods of data collection and analysis (where applicable) that you plan to use
 - a list of books/other studies in this area that you are familiar with.
- (For more details go back to the guidelines provided with the list of topics.)

The project outline will be checked by one of the members of the faculty, who will provide guidelines and suggestions as to how you should proceed with your work. If you are asked to revise the project outline, you should do so and return it within the stipulated date. ***Until you have received the approved project outline from us do not start writing your project.***

The approved project outline has to be attached to the final project report as one of its obligatory components. **IF YOU SUBMIT A PROJECT REPORT WITHOUT FIRST HAVING GOT THE PROJECT OUTLINE APPROVED, YOUR PROJECT WILL NOT BE ACCEPTED AND YOU WILL NOT BE PERMITTED TO TAKE THE FINAL EXAMINATION.**

4.2 PROJECT REPORT

Once your project outline is returned to you with your tutor's comments and suggestions, you should keep in touch with the tutor and keep him/her informed about your progress. You should also write to your tutor about your difficulties.

The project report should be based ON ORIGINAL WORK DONE BY YOU specifically for this programme and should follow the guidelines given in the list of project topics. You should submit a spiral bound copy of the project (preferably typewritten). (*You must attach the approved Project Outline along with the Project Report.)*

4.3. ELIGIBILITY FOR CONTACT-CUM-EXAMINATION PROGRAMME

To be eligible to attend the contact programme that is likely to be held in November 2020 and to take the final examination you should:

1. Submit your project outline (*if you have opted for a project*) by **28.02.2020**.
2. Submit the project report (*if you have opted for a project*) by **31.07.2020**.

NO EXTENSION OF TIME WILL BE GRANTED UNDER ANY CIRCUMSTANCES.

Please note that you will not be eligible to attend the contact programme that is likely to be held in November 2020 if you fail to meet these deadlines. However, you can stay on the rolls for another year and attend the contact-cum-examination programme that is likely to be held in November 2021, provided you submit all assignments according to the deadlines specified earlier.

5. CHANGE OF COURSES/PROJECT

If you wish to change

- from one course to another course
- from one course to a project
- from a project to a fifth course
- from one project topic to another

you can do so. But your request for any one of these changes should reach us on or before **28.02.2020**. However, please note the following:

1. The change will *not* entitle you to an extension of the deadlines. That is, if you wish to apply for a change, you must give yourself time to receive a reply and the materials (if any) and also work towards the next deadline.

You should be particularly careful if you are opting for a project. Whatever change you make, ***we expect your Project Report to reach us by 31.07.2020 if you wish to be eligible for the contact programmed that is likely to be held in November 2020.***

2. For change from one course to another course, from one course to a project and from a project to a fifth course, you are required to pay a course change fee of Rs.500/-. Please send a DD for Rs.500/- drawn in favour of **The Registrar, The EFL University, Hyderabad**, by Registered Post along with your request for change.
3. If you are changing from one project topic to another you must apply well before 31.01.2020 to give yourself time to write your outline and submit it by 28.02.2020.

6. ADDRESS FOR CORRESPONDENCE

The Dean
School of Distance Education
The English and Foreign Languages University
Near Tarnaka
HYDERABAD 500 007
Phone No: 040-27095025, 27689431
email: eflusedte@gmail.com, deande@efluniversity.ac.in

DEADLINES AT A GLANCE

To be eligible for the Contact-cum-Examination Programme (to be held in November 2020)

1. YOUR PROJECT OUTLINE (if you have opted for a Project) SHOULD REACH US BY **28.02.2020**.
2. THE FIRST ASSIGNMENTS IN EACH COURSE SHOULD REACH US BY **15.04.2020**.
3. THE REMAINING ASSIGNMENTS and THE PROJECT REPORT (if you have opted for a project) SHOULD REACH US BY **31-07-2020**.

NOTE:

IF YOU HAPPEN TO POST YOUR ASSIGNMENTS/ PROJECT OUTLINE/ PROJECT REPORT VERY CLOSE TO THE DEADLINE, PLEASE SEND YOUR PACKETS **BY SPEED POST** WITH THE DATE OF POSTING CLEARLY MARKED. ALSO PLEASE RETAIN THE POSTAL RECEIPTS.

TO BE RETURNED (by 31.12.2019) TO:

**The Dean
School of Distance Education
The English and Foreign Languages University
Near Tarnaka
HYDERABAD 500 007.**

Dear Madam

This is to acknowledge the receipt of the following:

- a. Your letter No.EFL-U/SDE/PGDTE/2019/_____ dated December 2019.
- b. Instructions regarding Lessons, Assignments, Projects.
- c. Lessons and Assignments relating to the courses of my choice as noted in the letter cited above.
- d. *Lights On* (related to IWE Course-I)
- e. Specimen coversheet

To be eligible for the contact-cum-examination programme that is likely to be held in November 2020 I should send in

- a. the project outline(if I have opted for a project) so as to reach the School on or before 28 February 2020
- b. the project report (if I have opted for a project) so as to reach the School on or before 31 July 2020
- c. the first assignment in each of the courses so as to reach the School on or before 15 April 2020
- d. Second assignment in each of the courses so as to reach the School by 31 July 2020

I agree to abide by the rules of the University and will not act in any manner that will affect the discipline of the University.

Yours faithfully

(Signature)

Date:

Roll No. _____

Name _____

Address _____

Tel No. (with STD code) _____

e-mail: _____

Mobile No: _____

*** Courses Opted for**

1. _____

2. _____

3. _____

4. _____

5. _____

*** Project Opted for (if applicable)**

Project No: _____

Title: _____

* to be filled in by the participant.