



The English and Foreign Languages University

Hyderabad-500046, India

1.1.4-d

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30 November 2016

EFL-U/SDE/PGDTE/2016/

Roll No.

Name

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, the project outline and project report. Please go through them very carefully. We have also enclosed an acknowledgement form that you have to fill in and send back to us immediately.

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 2018 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

Enclosures:

1. Instructions regarding Lessons, Assignments, Projects
2. Lessons and Assignments including CD relating to the course on *The Phonetics of English*
3. A sample copy of the Cover Sheet to be attached with the Assignments
4. 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 from 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.	The Use of English	Blocks I-III
4.	Testing Language and Literature	Blocks I-IV
5.	Stylistics	Blocks I-III
6.	Indian Writing in English – I (Drama & Poetry)	Blocks I-III
7.	Indian Writing in English – II (Fiction & Prose)	Blocks I-III
8.	General and English Linguistics	Blocks I & III

We are also sending the textbooks that are required for *Principles of Language Teaching* and *Indian Writing in English – I*. Block III and Assignment IV in *Testing Language and Literature* will be sent later.

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 eflu_sde@rediffmail.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 FIVE 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 DEADLINE FOR SUBMITTING ASSIGNMENTS

The three-week contact-cum-examination programme at the end of your programme is **likely** to be held in November 2018. To be eligible for the contact programme and examination at the end of the programme you need to submit:

- a) the first two assignments in each course by 31 May 2018
- b) the remaining assignments in each course and the project report by 31 August 2018.

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 2018. That is, if you do not submit the first two assignments by 31 May 2018 you will not be eligible to attend the contact-cum-examination programme that is likely to be held in November 2018, even if you submit all the assignments and the project report by 31 August 2018.

If you fail to meet either of the deadlines, you can stay on the rolls for another year, submit the first two assignments by 31 May 2019 and the remaining assignments and the project report by 31 August 2019 and attend the contact-cum-examination programme that is likely to be held in November 2019.

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 would 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 **31.03.2018**. 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 2018 and to take the final examination you should:

1. Submit your project outline (if you have opted for a project) by **31.03.2018**.
2. Submit the project report (if you have opted for a project) by **31.08.2018**.

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 2018 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 2019, 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 **31.03.2018**. 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 31.08.2018 if you wish to be eligible for the contact programmed that is likely to be held in November 2018.***

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 31.03.2018 to give yourself time to write your outline and submit it by 31.03.2018.

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: eflu_sde@rediffmail.com**

DEADLINES AT A GLANCE

To be eligible for the Contact-cum-Examination Programme (to be held in November 2018)

1. YOUR PROJECT OUTLINE (if you have opted for a Project) SHOULD REACH US BY **31.03.2018**.
2. THE FIRST TWO ASSIGNMENTS IN EACH COURSE SHOULD REACH US BY **31.05.2018**.
3. THE REMAINING ASSIGNMENTS and THE PROJECT REPORT (if you have opted for a project) SHOULD REACH US BY **31-08-2018**.

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 31.01.2018) TO:

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

Dear Madam

This is to acknowledge the receipt of the following:

- a. Your letter No.EFL-U/SDE/PGDTE/2017/_____ dated December 2017.
- 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. *Techniques and Principles in Language Teaching* (related to PLT Course)
- e. *Lights On* (related to IWE Course-I)
- f. Specimen coversheet

To be eligible for the contact-cum-examination programme that is likely to be held in November 2018 I should send in

- a. the project outline(if I have opted for a project) so as to reach the School on or before 31 March 2018
- b. the project report (if I have opted for a project) so as to reach the School on or before 31 August 2018
- c. the first two assignments in each of the courses so as to reach the School on or before 31 May 2018
- d. the remaining assignments in each of the courses so as to reach the School by 31 August 2018

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. _____

*** Courses Opted for**

Name _____

1. _____

Address _____

2. _____

3. _____

4. _____

5. _____

Tel No. (with STD code) _____

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

e-mail: _____ Project No: _____

Mobile No: _____ Title: _____

* to be filled in by the participant.

PGDTE DEADLINES FOR SUBMISSION OF ASSIGNMENTS/PROJECT

1. PROJECT OUTLINE (if you have opted for a Project) SHOULD REACH US BY **31 March**.
2. THE FIRST TWO ASSIGNMENTS IN EACH COURSE SHOULD REACH US BY **31 May**.
3. THE REMAINING ASSIGNMENTS and THE PROJECT REPORT (if you have opted for a project) SHOULD REACH US BY **31-August**.

Contact-cum-Examination Programme (to be held in November)