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The English and Foreign Languages University

(A Central University Established by an Act of Parliament)

HYDERABAD-500 007, INDIA

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Dean
School of Distance Education

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POST-GRADUATE CERTIFICATE IN THE TEACHING OF ENGLISH

Detailed Admission Letter 2020

Please remember that all our future communication to you will be via emails. Therefore, ensure that we have your latest working email and that you check your email regularly, including the SPAM/JUNK folder.

Important guidelines

1. **Submission of assignments is compulsory.** Unless you send in the required number of **14** assignments by the stipulated dates, you will not be permitted to attend the contact – cum–examination programme to be held at the end of the PGCTE programme. You have **TWO** assignments for each course. There are **SEVEN** courses to complete in PGCTE.
2. Because of the lockdown, we have not been able to get all the study materials printed. As such, we are sending you the complete blocks of **THREE** courses in the first instance, namely, *Phonetics & Spoken English*, *Introduction to Linguistics*, and, *Modern English Grammar and Usage*. The study materials for the other **FOUR** courses will be sent to you shortly.
3. By the **first deadline** you must submit to us **06 assignments**: **Both assignments** of the **THREE** courses sent to you in the first lot, that is, both **Assignment 01** and **Assignment 02** of *Phonetics & Spoken English*, *Introduction to Linguistics*, and, *Modern English Grammar and Usage*.
4. By the **second/final deadline** you must submit to us the remaining **08 assignments**: **Both assignments** of the **FOUR** courses we will be sending you in the second lot.
5. The **first deadline** is **16 November 2020**. By this deadline you have to submit **06 assignments (2 assignments x 3 courses)**.
6. The **second/final deadline** is **27 February 2021**. By this deadline you have to submit the remaining **08 assignments (2 assignments x 4 courses)**.

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7. The 4-week contact – cum- examination programme will be held in June-July 2021 (the exact dates will be communicated to you when you are invited to the contact-cum-examination programme, after you have submitted the assignments by the deadlines given above).

8. Eligibility to attend the contact –cum- examination programme

To be eligible to attend this contact –cum- examination programme, which will be held in June-July 2021, you must submit the assignments by the deadlines given above. That is, **you must submit 06 assignments** so as to reach us on or before **16 November 2020 and you must submit the remaining 08 assignments** so as to reach us on or before **27 February 2021. You must meet both the deadlines.** If you do not meet the first deadline, you will **not** be invited to the contact-cum-examination programme even if you submit all the 14 assignments by **27 February 2021.** Please note that these deadlines will not be extended for any reason. No correspondence will be entertained in this regard.

9. Contact–cum–Examination Programme Centre

The Contact-cum-examination programme will be held in one or more centres (i.e. Hyderabad and/or other centres).

ALLOTMENT OF CENTRES FOR THE CONTACT PROGRAMME TO EACH STUDENT WILL BE DONE BY THE SCHOOL AND NO REQUESTS FOR CHANGE WILL BE ENTERTAINED.

10. Period of enrolment

The normal period of study of the PGCTE programme (including contact sessions and examinations) is one year. That is, you can, and we would like you to, complete the programme within one year after your enrolment. However, if for some reason you are unable to meet the deadlines and complete the programme within one year, you will be permitted to stay on the rolls for another year and complete the programme. That is, if **you submit the first assignment in each course** so as to reach us on or before **15 November 2021, and you submit the remaining 07 assignments** so as to reach us on or before **28 February 2022,** you will be invited to the contact–cum- examination programme to be held in June/ July **2022.** Please note, however, that if you fail to submit the assignment responses even by the stipulated dates in 2021-22, your name will be struck off the rolls.

11. Change in name

For the purpose of certification and all official records, your name as recorded in your Class X Certificate will be taken into account. Change of name after marriage or divorce or for any other reason will be accepted only on submission of documentary evidence in the form of a **Gazette notification.**

12. Change of address/ email id/ phone number

Please let us know whenever there is any change of address/ email id/ phone number. Please send an email on <eflu.sde@gmail.com> so that we can immediately inform you that we have effected the change in our records. Do not ask for frequent changes of address or changes for short periods of time. Rather, make arrangements for re-direction or safe forwarding of all communications.


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Some general guidelines

Please go through the **PGCTE Handbook** and the circulars issued by us from time to time and follow the instructions carefully. We would in particular request you to do the following:

- a. Make 14 copies of the Cover-sheet and write your roll number, name, address, assignment number and the name of the course on the cover sheet for each assignment separately.
- b. Check whether you have written your **complete** roll number **correctly**.
- c. Do not send **Points for Clarification** along with the assignments. Send them separately, and preferably only by **EMAIL** to the Programme Coordinators or to the Course Monitors directly. We will share with you details of the Monitors shortly via email.
- d. Write the answer for different courses and different assignments on separate sheets. Pin each assignment separately **with a separate cover sheet**. We have sent you one sample cover sheet. You will need to photocopy 14 cover sheets – one for each assignment. **Each individual assignment must have a cover sheet**. If you send an assignment without a cover sheet, we will not return the corrected assignment(s), as there would be no address on the front page for us to take further action. When you are sending in assignments, ensure that all assignments pertaining to a course are kept together in serial order. Once you send us your assignments, please write an email to us with the details of the assignments submitted. They will be acknowledged once the parcel is received.
- e. **Send assignments (after retaining a photocopy with you) by Registered Post/ Speed Post, or through a reliable courier**, even though it is a little expensive. This will avoid any chances of assignments getting lost. **We prefer typed assignments but accept handwritten assignments too. Online/ e-mail submission of assignments is not allowed.** *Please retain the receipt from the courier/post office for tracking the assignment. We may not be able to individually acknowledge receipt of assignments in time, depending on the number of assignments turned in.*

We have repeated here some of the information given in the **PGCTE Handbook**. Other information that is not covered by the handbook will be conveyed to you through circulars from time to time. If you have any queries, or if you wish to offer any suggestions, please feel free to write to us.

You should always address your letters to

*The Dean
School of Distance Education
The English and Foreign Languages University
Near Tarnaka, Hyderabad – 500 007, INDIA*

Address all your emails to

<eflu.sde@gmail.com> and <eflu.pgcte@gmail.com>

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We are sending the following by email:

1. The **PGCTE Handbook** (You must read this first.)
2. One sample Cover Sheet for the Assignments (You will need to make photocopies of the cover sheet to be attached to the assignments. Please note that you should attach a Cover Sheet to EACH of the assignments you send in.

We are sending the following by post in the first lot:

1. All 14 assignments. Please keep them safe, as you need to do 06 of them by the first deadline, and the remaining 08 by the second deadline.
2. The following blocks of course materials:

Subject	Blocks
Phonetics & Spoken English	I-V
Introduction to Linguistics	I-V
Modern English Grammar and Usage	I-V
Total	15 Blocks

3. **Exercises in Spoken English Part-I**
4. 1 CD relating to **Exercises in Spoken English Part-I**

We will be sending the following by post in the second lot:

Subject	Blocks
Interpretation of Literature	I-V
Methods of Teaching English	I-V
Materials for the Teaching of English	I-V
Practice Teaching	I-III
Total	18 Blocks

1. The play **Death of a Salesman** (discussed in Block II of the Interpretation of Literature course) and the novel **Heart of Darkness** (discussed in Block V of the Interpretation of Literature course)

Please fill in the enclosed acknowledgement and return it to us immediately **by email**. Please note that if we do not receive the acknowledgement email from you by 31 July 2020, we will not be in a position to supply any materials or assignments that might need replacement.

We hope you will find the programme useful and enjoyable.

With best wishes

Yours sincerely


(Roopa Suzana)


School of Distance Education
The EFL University
HYDERABAD-500 605.

TO BE RETURNED TO THE SCHOOL (by 31 July 2020)

To
The Dean
School of Distance Education
The English and Foreign Languages University
Near Tarnaka
Hyderabad-500 007, Telangana.

Dear Sir/madam

A: I have received by post and/or email:

1. Your Letter No. EFL-U/SDE/2020-2021/PGCTE
2. The *PGCTE Handbook*
3. **15** blocks of course materials corresponding to **THREE** courses
4. **14** assignments corresponding to all **SEVEN** courses
5. *Exercises in Spoken English Part-I*
6. 1 CD relating to *Exercises in Spoken English Part-I*
7. One Sample Cover Sheet for the assignments

B. I have noted that I should **submit 06 assignments** so as to reach you on or before **16 November 2020 and the remaining 08 assignments** so as to reach you on or before **27 February 2021**, failing which I will not be eligible to attend the 4-week Contact-cum-Examination Programme in June/July 2021.

C. 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)

Name _____ Roll No. _____

Present Address for Correspondence:

Pin: _____

Phone: Landline _____ Mobile: _____

E-mail ID: _____

**Please return this to us filled and complete in all respect as a picture/scanned PDF
by email to <eflu.sde@gmail.com>**

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The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

In the second section, the author outlines the various methods used to collect and analyze the data. This includes both primary and secondary data collection techniques. The analysis focuses on identifying trends and patterns over time, which is crucial for making informed decisions.

The final part of the document provides a detailed breakdown of the results. It shows that there has been a significant increase in sales volume, particularly in the online channel. This is attributed to the implementation of the new marketing strategy and the improved user experience on the website.

[Signature]