



The English and Foreign Languages University

(A Central University Established by an Act of Parliament)

HYDERABAD-500 007, INDIA

Prof. Roopa Suzana
Dean
School of Distance Education

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POST-GRADUATE CERTIFICATE IN THE TEACHING OF ENGLISH

Dear participant:

Please read this letter in conjunction with our **Details of Assignments and Study Materials 2021** letter sent to you with the first batch of PGCTE study materials.

1. Because of the lockdown, we had sent you the complete blocks of THREE courses in the first instance. With this letter, we are sending you the study materials for the remaining **FOUR** courses, namely, *Phonetics & Spoken English*, *Introduction to Linguistics*, *Modern English Grammar and Usage*, and, *Interpretation of Literature*.
2. By the **first deadline** you must submit to us **06 assignments: Both assignments** of the **THREE** courses sent to you in the first lot.
3. By the **second/final deadline** you must submit to us the remaining **08 assignments: Both assignments** of the **FOUR** courses we are sending you with this letter.
4. The **first deadline** is **15 November 2021**. By this deadline you have to submit 06 assignments (2 assignments x 3 courses). The **second/final deadline** is **28 February 2022**. By this deadline you have to submit the remaining 08 assignments (2 assignments x 4 courses).

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

Subject	Blocks
Phonetics & Spoken English	I-V
Introduction to Linguistics	I-V
Modern English Grammar and Usage	I-V
Interpretation of Literature	I-V
Total	20 Blocks

1. *Exercises in Spoken English Part-I*
2. **1 CD relating to Exercises in Spoken English Part-I**
3. 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 30 November 2021, we will not be in a position to supply any materials that might need replacement.**

With best wishes

Yours sincerely

(Roopa Suzana)

TO BE RETURNED TO THE SCHOOL (by 30 November 2021)

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. **20** blocks of course materials corresponding to **FOUR** courses
2. *Exercises in Spoken English Part-I*
3. 1 CD relating to *Exercises in Spoken English Part-I*
4. *Death of a Salesman*
5. *Heart of Darkness*

B. I have noted that I should **submit 06 assignments** so as to reach you on or before **15 November 2021 and the remaining 08 assignments** so as to reach you on or before **28 February 2022**, failing which I will not be eligible to attend the 4-week Contact-cum-Examination Programme in June/July 2022.

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>***