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Ref/NO/KU/ENG/

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## CIRCULAR

### FOR THE IMMEDIATE ATTENTION OF TEACHERS OF ENGLISH IN THE UNDERGRADUATE COLLEGES AFFILIATED TO KUVEMPU UNIVERSITY

Amid queries in the teaching community with reference to the use of the Workbook (Practising Communication Skills) for Semester III & IV (all streams) the Board of Studies proposed to issue guidelines for the same. The teachers are requested to note the following.

#### III Semester

#### BSc/ / B.Sc Int/ BCA/B.Sc Home Science

##### Writing Skills

1. Letter to the Principal	Unit 2	Pages	9-18
2. Paragraph writing	Unit 1	Pages	1-8
3. Speeches	Unit 3	Pages	31-36
4. Soft Skills and Interview Skills	Unit 4 and 5	Pages	37-51
5. Everyday Expression	Unit 6	Pages	133-136

#### B.Com/BBA/TTM

1. Application letter with Resume	Unit 4	Pages	101-113
2. E-mail	Unit 2	Pages	72-93
3. Debt collection Letter	Unit 2	Pages	23-26
4. OD facility and reply	Unit 2	Pages	26-30
5. Circulars	Unit 5	Pages	127-132
6. Computer and commercial terms	Unit 6	Pages	52-58



## IV Semester

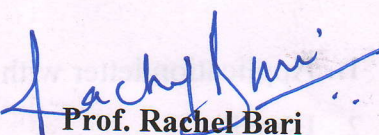
### BSc/ / B.Sc Int/ BCA/B.Sc Home Science

1. Application for a job with CV	Pages	101-113
2. Report writing	Pages	63-66
3. e-mail	Pages	72-93
4. Column writing on contemporary Themes (Newspaper Report)	Pages	61-63

### B.Com/BBA/TTM

1. Report writing	Pages	61-71
2. Letter to the editor	Pages	19-22
3. Notice, agenda, minutes	Pages	114-124
4. Soft skills and Interview skills	Pages	37-51
5. Summarizing a dialogue	Pages	94-100
6. Everyday expressions	Pages	133-136

The teachers are requested to kindly adhere to the above.



**Prof. Rachel Bari**

**CHAIRMAN**

**S.O.S. in English (UG)**

**Kuvempu University**

**Jnanasahyadri**

**B.R. Project-577 115**