



ABV GOVT. DEGREE COLLEGE JANAGAON

Department of English



Certificate Course

English Writing Skills

13th--18th March 2023

Duration of the course : **6 hours**

Day 1. The Skills Required in Written Communication

Day 2. Resume/ Curriculum vitae.

Day 3. Writing E-mails

Day 4. Letter Writing.

Day 5. Notice Writing

Day 6. Diary Writing.



Time : 1.00 pm

Venue : TSKC Lab

S.Rajesh Kumar
Head, Dept of English

Dr.A.Narsaiah
Principal