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| --- | --- | --- | --- | --- | --- |
| **Sem** | **MONTH** | **Day** |  **TUTORIAL** | **N** | **%** |
|  | **JANNN** |  | **Giving Written Feedback** | **2** | **16.66** |
| **Feb****2023** |  | **How to deal with written feedback** | **3** | **24.99** |
|  | **How to deal with written feedback** | **4** | **33.32** |
|  | **Writing letters: Different purposes/ Formal Vs informal letters** | **5** | **41.65** |
|  | **Letters of Request /Letters giving information, opinion, advice** | **6** | **49.38** |
| **Mar** **2023** |  | **Letters of complaint/apology** | **7** | **58.31** |
|  | **Letters of application/ CVs** | **8** | **66.64** |
| **April** **2023** |  | **Transactional letters** | **9** | **74.97** |
|  | **Writing reports: parts, language and kinds** | **10** | **83.30** |
|  | **Assessment / Informative reports** | **11** | **91.63** |
|  | **News reports** | **12** | **100** |

3rd Year / 6th Semester Written Comprehension & Production Syllabus (2022 – 2023)

Teacher: KHELEF Embarka