KANCHRAPARA COLLEGE

DEPARTMENT OF ENGLISH

PROJECT WORK FOR B.A. /B.SC./B.COM HONOURS ENGLISH AECC, 2ND SEMESTER

- All BA/ B.SC/ B.COM HONOURS students appearing for their 2nd Semester exams in December, 2020 and who have opted for English AECC are requested to submit an online project work of **10 marks** on the following topic and according to the guidelines given below:

1. **Topic :** Write an email in proper format to averi@kpcoll.ac.in applying for an internship of two months during the summer. You should address the mail to the manager of a company, mentioning your area of study, area of interest and why do you think the internship will benefit you. Attach a CV along with the mail.

2. **All emails must be sent to averi@kpcoll.ac.in**

3. Write the application in the body of the mail and send the CV as an attachment. A format for the mail is given below :

To :
Cc:
Bcc:
Subject :
The body of the mail

4. All students must write their **Name, Course name(whether BA, BSC or BCOM) and University REGISTRATION NUMBER** in the SUBJECT line.
   Name, College Roll no., Course name, registration number and University roll no.(if received) should be mentioned at the end of the mail as well.

5. All mails should be sent within **25th November, 2020,** beyond which mails will not be considered valid.

Date: 17.11.2020.