

**JANUARY**  
**2023**

**B.V. RAJU COLLEGE**  
**VISHNUPUR**

**DEPARTMENT OF**  
**ENGLISH**

**ACTIVITIES**

**A STUDENT OF LETTERS**

**27 to 30 January 2023**

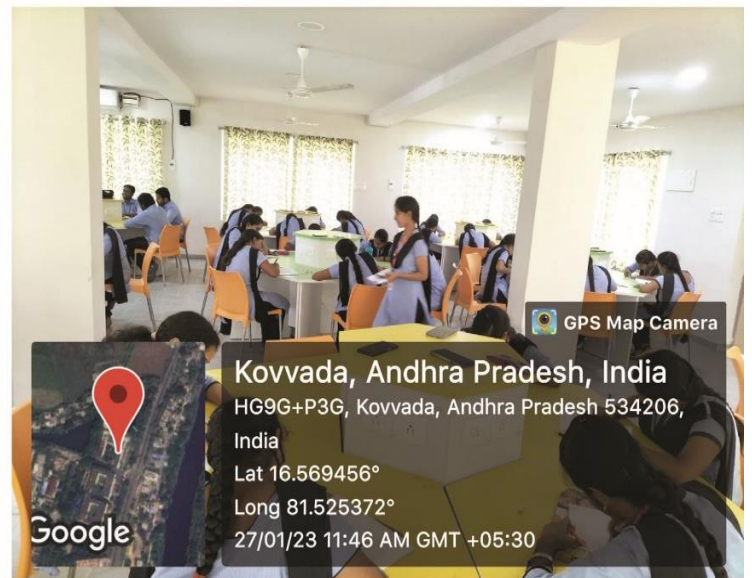
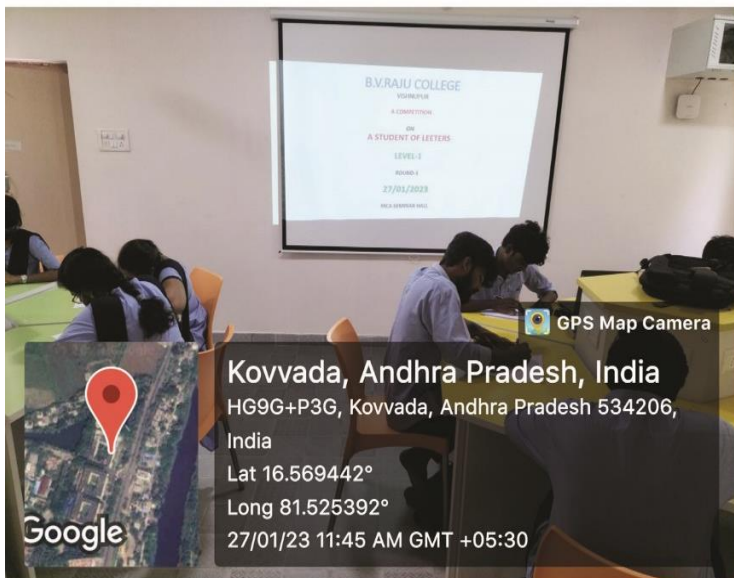
The success of any modern business, to a large extent, depends on the uses of business letters. Business letters play an important role to enhance and establish a lasting relationship within the companies, institutions, and organizations. A business letter is a formal way of communicating between two or more parties. A good letter is a master key that opens the locked doors to expand the business. It can be informational, persuasive, motivational or promotional. As a result of this, 'A letter of students', a three-day activity, was hosted from 27 to 30 January 2023 to the first-year students to enhance writing communication skills.

**Purpose of a Business Letter:**

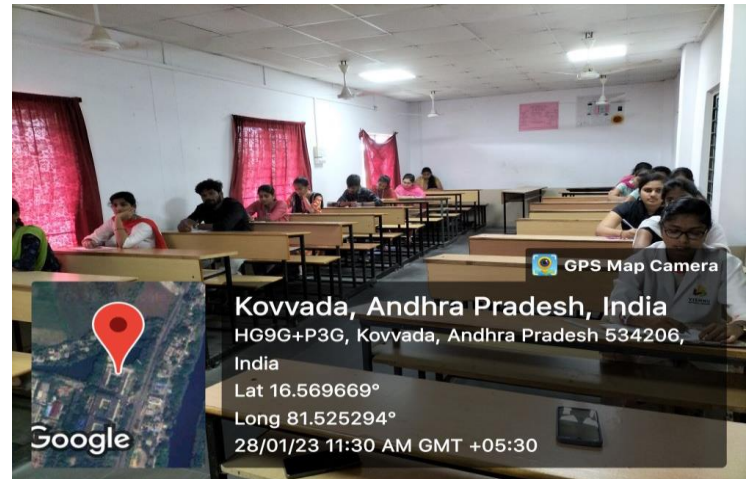
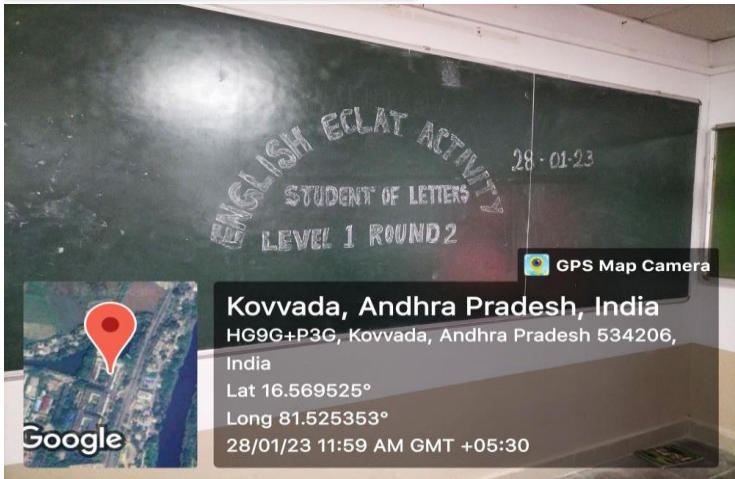
Business letter has a unique purpose. Such as, if you are writing a job-application letter, the main purpose of the application is to gain the job or offering your services to your potential employer. In the same way, if you are writing a complain letter about damaged consignment, the main purpose of your letter is to inform the company about the damage as well as to request for a corrective action. Business letters therefore are written for varied purposes such as, to inform, to congratulate, to enquire, to order, to sell a product, to make an adjustment, to request, to complain, to collect dues, to apply for a job, etc.



**LEVEL 1 (ROUND-1)**



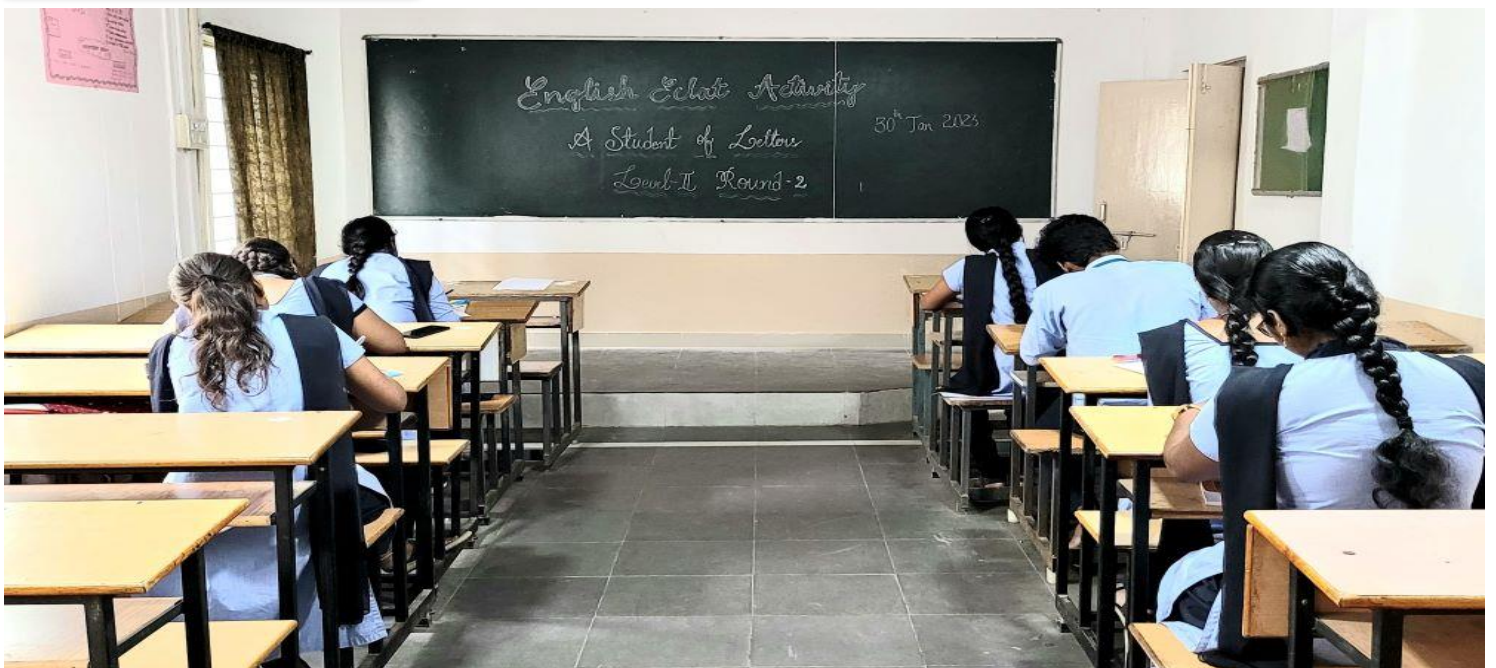
## ROUND-2



## LEVEL 2 (ROUND-1)



## LEVEL 2 (ROUND-2)





**B.V. RAJU COLLEGE**  
VISHNUPUR, BHIMAVARAM

**DETAILS OF THE LETTER WRITING COMPETITION**

NAME OF THE EVENT	A STUDENT OF LETTERS
DATE(S)	27 <sup>th</sup> , 28 <sup>th</sup> and 30 <sup>th</sup> January 2023
TIME	11:00 AM to 12:00 NOON
PLACE	MCA seminar hall
MODE OF CONDUCTION	Offline
PARTICIPANTS	2 <sup>nd</sup> year Degree students
CONDUCTED BY	Department of English
EVENT COORDINATOR	U. Raju
FEEDBACK COLLECTED?	Yes

A handwritten signature in blue ink, appearing to be "U. Raju", is located in the bottom right corner of the page.



**B.V. Raju College**  
**Vishnupur, Bhimavaram**

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**ENGLISH ECLAT**

Vishnupur,  
10<sup>th</sup>, January 2023.

To  
The Principal,  
B.V. Raju College,  
Vishnupur.

Sir,

Sub: Request to permit us to conduct letter writing competition in the dates 27<sup>th</sup>, 28<sup>th</sup> and 30<sup>th</sup> of this month - Regd.,

As you directed us, the department of English planned an activity named **"A STUDENT OF LETTERS"** to make the students build their writing skills. Hence, we request you to grant permission to organize the programme on the dates mentioned above in MCA seminar hall.

Thanking you sir.

Yours faithfully,

Department of English.

  
HOD

  
Vice-principal

  
Principal



## B.V. Raju College

Vishnupur, Bhimavaram


---

### ENGLISH ECLAT

Circular

Vishnupur,  
11<sup>th</sup>, January 2023.

Our English club, named "English Eclat" is conducting a competition, "A STUDENT OF LETTERS" in the dates 27<sup>th</sup>, 28<sup>th</sup> and 30<sup>th</sup> of this month from 11 AM to 12 NOON in MCA seminar hall. Hence, all the competitors are requested to participate without fail.

  
HOD

  
Vice-principal

  
Principal



BV RAJU COLLEGE

VISHNUPUR, BHIMAVARAM

DEPARTMENT OF ENGLISH



CIRCLULAR

Date: 03-01-2023

All the faculty members are requested to attend departmental meeting at 1.30 PM today without fail.

AGENDA:

1. Conduction of Letter Writing Contest activity to the students of 1<sup>st</sup> semester.

  
HOD

SIGNATURES:

1.Mr. U.Raju



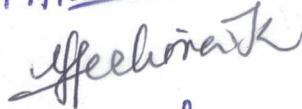
2.Mr. P.V.N. Swamy



3.Ms.P. Harisha



4.Ms. K. Neelima



5.Mr. K. Krishna



  
Vice principal

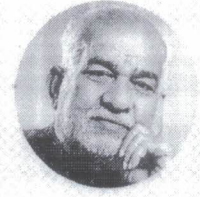
  
Principal



BV RAJU COLLEGE

VISHNUPUR, BHIMAVARAM

DEPARTMENT OF ENGLISH



**REVIEW MEETING**

Date: 03-01-2023.

Time: 1-30 Pm

**MINUTES:**

1. Discussed and planned to conduct Letter Writing activity from 27-01-2023, 28-01-2023 and 30-01-2023 for the students of third semester in different levels.
2. Decided and finalized the name A STUDENT OF LETTERS for convenience and recognition.
3. Decided to take interested candidates from each class for the competition.
4. Decided to call all students to a certain place and organize a letter writing completion by giving a question to prepare a formal letter in level one.
5. We do so to get the suitable candidate for the title.
6. As the competition is regarding writing skills, the department itself acts as judges and finalizes the first, the second and the third prizes.

**SIGNATURES:**

1.Mr. U.Raju

2.Mr. P.V.N. Swamy

3.Ms.P. Harisha

4.Ms. K. Neelima

5.Mr. K. Krishna

  
Vice principal

  
Principal





**BV RAJU COLLEGE**

**VISHNUPUR, BHIMAVARAM**

**DEPARTMENT OF ENGLISH**



### **ACTION TAKEN REPORT (ATR)**

1. As per the discussions of the previous meeting on 03-01-2023, all the staff members of the department conducted letter writing competition named A STUDENT OF LETTERS in different levels.
2. The department of English itself acted as judges and finalized the winners by doing meticulous verification.
3. Finally, on the day, the department announced the first, second and third prizes.

Verified by IQAC coordinator

 **Coordinator-IQAC**  
**B.V. RAJU COLLEGE**  
Vishnupur, Bhimavaram-534 202.

HOD

**H.O.D.**  
**Department of English**  
**B.V. RAJU COLLEGE**  
Vishnupur, Bhimavaram-534-202.



VISHNU  
UNIVERSAL LEARNING

**B V RAJU COLLEGE**  
**VISHNUPUR, BHIMAVARAM**

ENGLISH ECLAT  
PARTICIPANTS LIST  
LEVEL 1 (ROUND-1)

NAME OF THE EVENT: A STUDENT OF LETTERS

DATE: 27.01.2023

S.NO	NAME OF THE STUDENT	GROUP & YEAR	SIGNATURE
1.	K.MANASA	IIMPC	K.Manasa
2.	T.BALA PRASANNA	IIMPC	T. Prasanna
3.	K.INDRANI	IIMPC	K. Indrani
4.	K.HARIKA	IIMPC	K. Harika
5.	P.CHARAN	IIMPC	P. Charan
6.	G.TEJASWINI	IIMPCS-A	G. Tejaswini
7.	B.DINESH	IIMPCS-A	B. Dinesh
8.	K.BHUVANA	IIMPCS-A	K. Bhuvana
9.	K.BHAVANA	IIMPCS-A	K. Bhavana
10.	M.BHAVANA	IIMPCS-A	M. Bhavana
11.	K.SURESH	IIMPCS-A	K. Suresh
12.	S.SRAVANTHI	IIMPCS-B	S. Sravanthi
13.	P.HYNDRAVI	IIMPCS-B	P. Hyndavi
14.	N.P.N.L. MANASA	IIMPCS-B	N.P.N.L. Manasa
15.	S.AASRITHA LAKSHMI	IIMPCS-B	S. Aasritha Lakshmi
16.	T.G.D. HARANI	IIMPCS-B	T.G.D. Harani
17.	R.VASANTHI	IIMPCS-B	R. Vasanthi
18.	S.DURGA LAKSHMI	IIMPCS-B	S. Durga Lakshmi
19.	Y.L.PRASANNA	IIMPCS-B	Y.L. Prasanna
20.	U.LAKSHMI	IIMPCS-B	U. Lakshmi
21.	B.LAKSHMI SOWMYA	IIMSCS-A	B.L. Sowmya
22.	CH.A P SAI ESWARI	IIMSCS-A	Ch. Amrutha
23.	D.SAI PRASANTHI	IIMSCS-A	D. Sai Prasanthi
24.	R.VISALAKSHI	IIMSCS-B	R. Visalakshi
25.	Z.KUSUMA	IIMSCS-B	Z. Kusuma
26.	P.ASWITHA	IIMSCS-B	P. Aswitha
27.	T.DIVYA SREE	IIBTBCC	T. Divya sree
28.	K.NAMRATHA	IIBTBCC	K. Namratha
29.	SD.DEEPTHI	IIBTBCC	S. Deepthi

30.	A.SUMA GAYATHRI	IIMECS-A	A.J.Suma Gayathri
31.	D.SRAVANTHI	IIMECS-A	D.v.Sravanthi
32.	K.NAMITHA SRI	IIMECS-B	K.Namitha Sri
33.	V.MADHAVI DURGA	IIMECS-B	V.Madhavi Durga
34.	M.JYOTHIKA	IIMECS-B	M.Jyothika
35.	M.VYSHNAVI	IIMECS-B	M.vyshnavi
36.	T.KOTI YASASWI	IIMECS-B	T.koti yasaswi
37.	V.PRAVALLIKA	IIMECS-B	V.p.s.s.pravallika
38.	K.RAMYA	IIMECS-B	K.Ramya
39.	A.SOWMYA	IIMBBTBC	A.S.S.D.Tejaswini
40.	P.MOUNIKA	IIMBBTBC	P.Mounika
41.	K.GAYATHRI	IIMBBTBC	K.Gayathri
42.	N. N TEJA	IIBCOM	N.N.Teja
43.	K.LOHITHA SRI RAGHAVEE	IIBCOM	K.Lohitha
44.	G.SWANTHANA	IIMBBTBC	G.Swanthana
45.	S.R.K.PRASAD	IIMPC	S.R.K.Prasad
46.	R.HARSHITHA DEVI	IIBTCC	R.Harshitha Devi
47.	K.DHANUSH	IIMSCS-A	K.Dhanush Sai
48.	B.DURGA BHAVANI	IIBCOM	B.Bhavani
49.	V.INDRANI	IIBCOM	V.Indrani



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**B V RAJU COLLEGE**  
**VISHNUPUR, BHIMAVARAM**

ENGLISH ECLAT  
PARTICIPANTS LIST  
LEVEL 1 (ROUND-2)

NAME OF THE EVENT: A STUDENT OF LETTERS

DATE: 28.01.2023

S.NO	NAME OF THE STUDENT	GROUP & YEAR	SIGNATURE
1.	G.TEJASWINI	IIMPCS-A	G. Tejaswini
2.	K.BHUVANA	IIMPCS-A	K. Bhuvana
3.	K M.BHAVANA	IIMPCS-A	K. Bhavana
4.	K.SURESH	IIMPCS-A	K. Suresh
5.	T.G.D. HARANI	IIMPCS-B	T. G. D. Harani
6.	R.VASANTHI	IIMPCS-B	R. Vasanthi
7.	Y.L.PRASANNA	IIMPCS-B	Y. Lakshmi Prasanna
8.	U.LAKSHMI	IIMPCS-B	U. Lakshmi
9.	B.LAKSHMI SOWMYA	IIMSCS-A	B. L. Sowmya
10.	D.SAI PRASANTHI	IIMSCS-A	D. Sai Prasanthi
11.	P.ASWITHA	IIMSCS-B	P. Aswitha
12.	T.DIVYA SREE	IIBTBCC	T. Divya Sree
13.	D.SRAVANTHI	IIMECS-A	D. Sravanthi
14.	K.NAMITHA SRI	IIMECS-B	K. Namitha Sri
15.	V.MADHAVI DURGA	IIMECS-B	V. Madhavi Durga
16.	M.JYOTHIKA	IIMECS-B	M. Jyothika
17.	K.LOHITHA SRI RAGHAVEE	IIBCOM	K. Lohitha
18.	K.DHANUSH	IIMSCS-A	K. Dhhanush
19.	K.RAMYA	IIMECS-B	K. Ramya



**B V RAJU COLLEGE**  
**VISHNUPUR, BHIMAVARAM**

**ENGLISH ECLAT**  
**PARTICIPANTS LIST**  
**LEVEL 2 (ROUND-1)**

NAME OF THE EVENT: A STUDENT OF LETTERS

DATE: 30.01.2023

S.NO	NAME OF THE STUDENT	GROUP & YEAR	SIGNATURE
1.	R.VASANTHI	IIMPCS-B	R.vasanthi
2.	K.BHAVANA	IIMPCS-A	K-Bhavana
3.	K.BHUVANA	IIMPCS-A	K.Bhuvana
4.	K.SURESH	IIMPCS-A	K.Suresh
5.	V.MADHAVI DURGA	IIMECS-B	V.Madhavi Durga
6.	K.NAMITHA SRI	IIMECS-B	K.Namitha Sri
7.	M.JYOTHIKA	IIMECS-B	M.Jyothika
8.	K.RAMYA	IIMECS-B	K.Ramya
9.	D.V.SRAVANTHI	IIMECS-A	D.V.Sravanthi
10.	K.LOHITHA SRI RAGHAVEE	IIBCOM	K.Lohitha Sri
11.	B.L.SOWMYA	IIMSCS-A	B.L.Sowmya



**B V RAJU COLLEGE  
VISHNUPUR, BHIMAVARAM**

**ENGLISH ECLAT  
PARTICIPANTS LIST  
LEVEL 2 (ROUND-2)**

NAME OF THE EVENT: A STUDENT OF LETTERS

DATE: 30.01.2023

S.NO	NAME OF THE STUDENT	GROUP & YEAR	SIGNATURE
1.	K.SURESH	IIMPCS-A	K. Suresh
2.	V.MADHAVI DURGA	IIMECS-B	V. Madhavi Durga
3.	K.NAMITHA SRI	IIMECS-B	K. Namitha Sri
4.	M.JYOTHIKA	IIMECS-B	M. Jyothika
5.	K.RAMYA	IIMECS-B	K. Ramya
6.	D.V.SRAVANTHI	IIMECS-A	D. V. Sravanthi
7.	K.LOHITHA SRI RAGHAVEE	IIBCOM	K. Lohitha

# B.V.RAJU COLLEGE

VISHNUPUR::BHIMAVARAM – 534202

## DEPARTMENT OF ENGLISH

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### A STUDENT OF LETTERS CONTEST (JANUARY 2023)

#### SCHEME OF VALUATION

1. FROM ADDRESS	1M
2. DATE - CORRECT METHODS	1M
3. TO ADDRESS	1M
4. SUBJECT	1M
5. SALUTATION	1M
6. CONTENT- Must be consisted of paragraphs	2M
• Paragraph1 - Giving reason	
• Paragraph2 - Giving the details of that	
• Paragraph3 - Writing what you wanted to happen for your request, complaint	
7. Closing sentences	1M
8. Subscription	1M
9. Signature	1M
	-----
	10M
	-----



H.O.D.  
Department of English  
B.V. RAJU COLLEGE  
Vishnpur, Bhimavaram-534 202.

REQUEST LETTER

From

K. Lohitha

Bhagat Nagar, 2nd lane

Bhimavaram, W.G. DT

534201

2nd February, 2023

To

The Administrative Officer

Collector office

Subash Nagar, 3rd Road

Bhimavaram

Subject: - Requesting to change the plans of New airport plan

Respected Officer,

Jam K. Lohitha, Graduating in Andhra Loyola  
college, Native resident of Bhimavaram. Sir, I have read  
 the notification you published for New airport construction  
 contract and I have some issues regarding this matter.

The area govt has chosen for construction was  
 promised for construction of Medical University which is  
 far more beneficial and also with the new airport  
 construction and plane traffic it may also affect the  
 Birds biospace and the fields near to it.

So, I feel it would be better to choose any  
 other land which is far to the town and  
 accessible in all ways. This is my humble request

Thanking you in advance for any response you  
 offer

Yours sincerely,



You recently discovered that there are plans to build a new airport in your area and you are not happy with it. Write a letter to the local authority about problems and any kind of solutions.

From:  
N. Ravi,  
D-No-8-10h,  
Ramayanapuram,  
Visakapatnam

02-02-2023

TO:  
M. Sureshan,  
The Local Authority,  
Visakapatnam,

8  
10

Subject: Complaint letter about airport difficulties.

Respected Sir,

With due respect, I am writing this letter to you considering about the problems of building airport in our area.

Building of new airport in our area can make our place effectual but also causes many problems. Mainly it causes noise

9:10 sec

You recently discovered that there are Plans to Build a new airport in your area and you are not happy with it. Write a letter to the local authority about the Plans, Problems and any kind of solution.

From

M. Sushma,

D.No: 5/97,

ASR NAGAR,

Bhimavaram,

2<sup>nd</sup> February 2023.

To

The Local authority,  
Bhimavaram.

Subject: About the Plans, Problems and solution to build a new airport. — Regd.,

Respected Sir,

I kindly noticed that discovered the Plans to build a new airport in our area but we are not happy with it because there are so many Problems are there with the Plans.

we are not happy with it.

Because there are lot of people living in that place where they plan to build new airport. Now they all are need to leave that place. It is not impossible to them to leave their home town. And that place is not using for farming that is a irrigation place. so, we all are not happy with it.

From here, I can suggest you that it is better to build a new airport in the another area which is not using for farming, living etc.

I hope you will look into it, help us.

Thanking you sir,

Yours sincerely,

M. Rohit

wrong  
Spelling  
mistake

Sincerely



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**VISHNUPUR BHIMAVARAM**

**A STUDENT OF LETTERS WINNERS LIST**

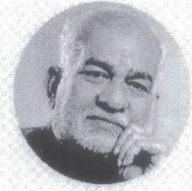
S.NO	NAME OF THE STUDENT	YEAR & GROUP	PRIZE AWARDED
1	K.LOHITHA SRI RAGHAVEE	II B.COM	I
2	K.NAMITHA SRI	II MECS-B	II
3	M.JHOTHIKA	II MECS-B	III
4	D.SRAVANTHI	II MECS-A	III

**H.O.D.**  
**Department of English**  
**B.V. RAJU COLLEGE**  
**Vishnpur, Bhimavaram-534 202.**



BV RAJU COLLEGE  
VISHNUPUR, BHIMAVARAM

DEPARTMENT OF ENGLISH



**STUDENT FEEDBACK FORM**

Name of the activity: LETTER WRITING

Date: 28/01/2023

1. Name of the activity letter writing
2. Are you satisfied with the performance of the judge  Yes / No
3. Rate the activity conducted 1 2  3 4 5
4. Do you want to conduct similar program  Yes / No
5. Suggestions / comments ( if any)

I improve more skills in letter writing  
by conduct this program

6. What kind of program should be conducted through the department in future you expect

Similar to this type of activities  
like Essay writing.

Name : K. Yesu suresh Babu

Signature: K. Suresh

Roll No : 213117102091

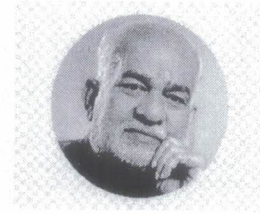
Date: 28/01/2023

Group: II MPCS (A)



**BV RAJU COLLEGE**  
**VISHNUPUR, BHIMAVARAM**

**DEPARTMENT OF ENGLISH**



**STUDENT FEEDBACK FORM**

Name of the activity: LETTER WRITING

Date: 28/01/23

1. Name of the activity LETTER WRITING
2. Are you satisfied with the performance of the judge  Yes / No
3. Rate the activity conducted            1       2       3       4       5
4. Do you want to conduct similar program       Yes / No
5. Suggestions / comments ( if any)

BY this activity we learn so much  
so we need this type of activities  
more

6. What kind of program should be conducted through the department in future you expect

Group discussion  
Seminar's  
Artical writings

Name : R.vasanthi

Signature: R.vasanthi

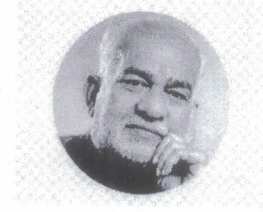
Roll No : 213117102119

Date: 28/01/23

Group: IMPES B



**BV RAJU COLLEGE**  
**VISHNUPUR, BHIMAVARAM**



**DEPARTMENT OF ENGLISH**

**STUDENT FEEDBACK FORM**

Name of the activity: LETTER WRITING

Date: 27-01-2023

1. Name of the activity Letter writing
2. Are you satisfied with the performance of the judge  Yes / No
3. Rate the activity conducted 1 2 3 4 5
4. Do you want to conduct similar program  Yes / No
5. Suggestions / comments ( if any)

conduct the program on a single day.

6. What kind of program should be conducted through the department in future you expect

Reconduct this activity once.  
conduct the activities which will be useful in our future

Name : K. Bhavana

Signature: K. Bhavana

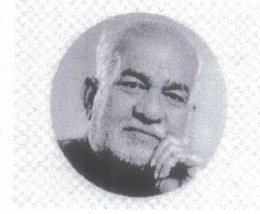
Roll No : 213117102096

Date: 27-01-2023

Group: II MPCS-A



**BV RAJU COLLEGE**  
**VISHNUPUR, BHIMAVARAM**



**DEPARTMENT OF ENGLISH**

**STUDENT FEEDBACK FORM**

Name of the activity: LETTER WRITING

Date: 27/01/2023

1. Name of the activity Letter writing
2. Are you satisfied with the performance of the judge  Yes / No
3. Rate the activity conducted 1 2  3 4 5
4. Do you want to conduct similar program  Yes / No
5. Suggestions / comments ( if any)

It helps to us to improve  
writing skills

6. What kind of program should be conducted through the department in future you expect

conduct Quiz competitions

Name : D.V.Sravanthi

Signature: D.V.Sravanthi

Roll No : 213117137321

Date: 27/01/2023

Group: II MECS-A