

**Report-12/2018-2019**

**Dated 17.08.2018**

**Report on**  
**One-day Workshop on**  
**Essentials of Formal Writing Skills in English**

**Date: 17-08-2018**

A One-day workshop on “**Essentials of Formal Writing Skills in English**” is organised by Academic Staff College on 17-08-2018. **Dr. B. Siva Nagaiah**, Associate Professor of English and Vice-Principal of ASC acted as the resource person and conducted the workshop.

The proposition of the workshop is to address the key aspects of formal writing skills in English which are essential for teachers.

The key aspects that are covered in the workshop are:

1. ABC of Writing Skills
2. Ideas into making of a comprehensive gist
3. Writing Abstracts and Reviews
4. Formal letters for all occasions
5. Writings Agenda, Minutes of Meeting
6. Circulars, Notices and Memos
7. Note-Making and Note-Taking
8. Epitomization and Academic Report Writing
9. Effective E-Mail writing

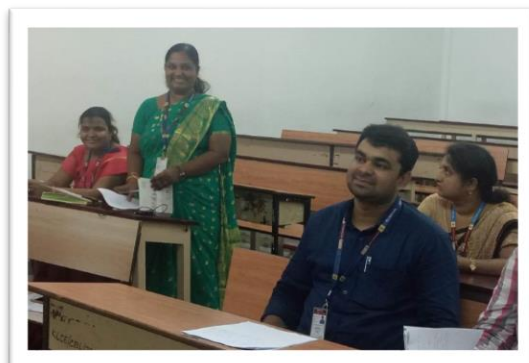
Dr. B. Siva Nagaiah, the resource person of the workshop, has given an introduction to Essentials of Formal writing skills in English focusing the variation between formal and informal way of writing. The participants are given various tasks through which one can write formal letters very effectively.

As the purpose of the workshop is to invite the participants into the practice of writing, the activities like writing of abstracts and reviews, agenda, minutes of meeting, circulars and notices are initiated and thoroughly practiced using hand-outs and worksheets to the satisfaction of the participants.

The key elements of writing techniques like skimming, scanning, note-making and note-taking are introduced which will help the participants to ease themselves into the practice of writing. The novel ways of report writing and e-mail writing are discussed clarifying the individual doubts raised by the participants.

The one-day workshop came to an end with distribution of certificates to the participants.

Resource Person actively involving Participants in Discussions



Group Photo of the Participants

