

Report-3/2018-2019

Dated: 20.07.2018

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

Date: 20-07-2018

A One-day workshop on “**Essentials of Formal Communication Skills in English**” is organised by Academic Staff College on 20-07-2018. **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 communication which are essential for teachers. The workshop is conducted in such a way that the participants have actively involved into all the sessions and got the best of the workshop.

The workshop is initiated by Dr. B. Siva Nagaiah, the resource person with an introduction to the essentials of Formal Communication Skills in English and their importance in academics and building the career of the students. Dr. B. Siva Nagaiah has further added that the better we teach, the best we can get from our students in terms of performance and progression for which it is essential for the teachers of science and technology to master the essential language skills like effective speaking and content writing.

The key aspects that are covered in the workshop are:

- How to introduce various components of Linguistic Communication Skills,
- Reading between lines employing Discourse Analysis,
- Intense Listening, Argument Building and Critical Analysis (Oral), and
- To introduce the formal written communication signifying the content writing.

The participants are involved into various tasks: self-introduction, formal interaction at workplace, authentic listening and reporting skills, critical thinking and effective presentation skills and content writing skills. The given tasks have helped the participants to overcome the initial fear of public speaking and workplace interactions. The activities have also helped them to improve their language fluency. The participants have actively involved into discussion and expressed their desire to attend such programmes on skill enhancement in the days to come.

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

Resource Person actively involving Participants in Discussions



Resource Person : Dr.B.Siva Nagaiah

Group Photo of the Participants & Certificates were given by Vice Principal

