



Academic  
**Staff College**

Report on a two-day workshop on

**“Formal Drafting Skills in English”**

organised by Academic Staff College, KLEF on 29<sup>th</sup> and 30<sup>th</sup> March 2019

Academic Staff College conducted a two-day workshop on “Formal Drafting Skills in English” for the registered office assistants and other non-teaching staff at Sunflower Hall, KLEF from 10.00 A.M. to 12.30 P.M. on 29<sup>th</sup> and 30<sup>th</sup> March 2019. Dr. B. Siva Nagaiah, Associate Professor of English and Vice-Principal, Academic Staff College was the resource person.

As part of the workshop Dr. B. Siva Nagaiah introduced the importance of drafting in English and its need for the office assistants in universities and other academic centres. The resource person informed the participants that the role of office assistants in any office was as important as its administrators and the interface between the office assistants and their administrators must go hand in hand for the smooth conduct of the university. Further he emphasised the significance of communication skills in English for the office assistants and added that they should have basic drafting skills like writing circulars, notices, agenda and minutes of meeting, writing letters and e-mail.

Dr. B. Siva Nagaiah conducted the workshop to the satisfaction of the participants through various activities which would help the participants to know how to maintain the logbook properly and write notes on internal and external communication. Further he dealt with writing formal letters and informed the participants about the significance of key elements of a formal letter: inside address, salutation, subject and reference, content, subscription and enclosures and the role of punctuation marks in letter writing. Further he dealt with E-mail writing and informed the participants about certain techniques on writing an e-mail effectively.

Dr. V. Rajesh, Principal and Dr. B. Siva Nagaiah, Vice-Principal of Academic Staff College distributed the participation certificates at the end of the programme.



Group Photo with Resource Person