

1/R

GOVERNMENT OF KARNATAKA
DEPARTMENT OF COLLEGIATE EDUCATION
GOVERNMENT FIRSTGRADE COLLEGE SHIKARIPURA



DEPARTMENT OF ENGLISH

ONE-DAY TRAINING PROGRAM ON COMMUNICATION SKILLS
DEVELOPMENT

BY DR G R HEGDE

Organized by

DR G R HEGDE

DATE: 02-01-2016

REPORT ON ONE-DAY TRAINING PROGRAM ON COMMUNICATION SKILLS DEVELOPMENT



One-day training program on Communication Skills Development for the teaching staff of Government First Grade College, Shikaripura on 2nd January, 2016.

The Chief Resource Person Dr. G R Hegde, Principal, Government First Grade College, Shikaripura.

The workshop was inaugurated by the Principal of GFGC, Shikaripura, Dr. G R Hegde. In his inaugural speech, Dr. G R Hegde urged the participants to make use of the workshop to the maximum extent possible in order to enhance their communication skills – both oral and written.


During the first session of the training program, Dr. G R Hegde made a presentation on Basic Writing Skills which covered areas like Punctuation, Commonly Confused words and Basic Grammar. After the presentation, the participants were given a few worksheets on these areas and their performance was evaluated and necessary feedback on how to improve these skills was given.

In the second session, a presentation on Business Email Writing, which gave necessary tips and guidelines on drafting formal emails, was followed by the participants' drafting emails in groups on their own on some given topics. They were made to read out the drafts and necessary corrections and clarifications were suggested by the resource person.

During the first session in the afternoon, the participants were given some useful information on telephone etiquettes. Then they were given some exercises and role play sessions where they were asked to use appropriate language – both formal and informal – while making telephonic conversations.

In the last session, the resource person gave some useful information and tips on drafting business/official letters and the participants were asked to work in groups and write out formal letters making use of the tips and following the guide lines given. After the groups finished writing, some of them were asked to read out the letter drafted by their group and they were given suggestions as how the letters could have been made more appropriate and effective.

In the valedictory program held at the end, a few participants gave their feedback explaining how the program helped them improve their communication skills and made them more confident of using English in a better way. In his valedictory address, the Principal congratulated both the participants and the resource persons for organizing the program successfully and requested the participants to constantly improve upon their skills and competencies for their personal and professional growth. The program ended with a vote of thanks by Mr Sandeepkumar H.


PRINCIPAL
GOVERNMENT FIRST GRADE COLLEGE
SHIKARIPURA