

**GOVERNMENT COLLEGE (AUTONOMOUS),  
RAJAHMUNDRY**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**&**

**DEPARTMENT OF ENGLISH**



**Report**

**TRAINING FOR NON-TEACHING STAFF**

*On*

**Speaking and Writing Skills**

**09-03-2023 to 18-03-2023**

INTERNAL QUALITY ASSURANCE CELL  
&  
DEPARTMENT OF ENGLISH  
TRAINING PROGRAMME FOR NON-TEACHING STAFF  
SPEAKING AND WRITING SKILLS

09-03-2023 TO 18-03-2023

A one-week training programme for the non-teaching staff was designed by the Department of English and the IQAC as an initiative towards the enhancement of their speaking and writing skills. The training is scheduled to be conducted from 09-03-2023 to 18-03-2023

**Objective:** The programme intends to train the office staff in

- Basic grammar
- Forms of official correspondence including reports, memos, circulars/notices, proceedings, letters, and emails.
- Basic tenses, voice, punctuation, spelling
- Speaking skills
- Self-introduction, interrogation, framing questions for inquiry
- Simple, compound, and complex sentences- linking devices, conjunctions

**Outcomes:**

- Speaking skills required for office communication
- Basic grammar
- Official correspondence

**Resource Persons**

- Sri P. S. Sastry, Lecturer in English
- Dr. U. Ramesh Babu, Lecturer in English
- Dr. A. Rajeswari, Lecturer in English

- Kum. Ch. Vennela, Lecturer in English
- Dr. N. Naga Bhushanam, Lecturer in English
- Dr. B. Bhavani, Lecturer in English

### **Day 1 : 09-03-2023 - Inauguration**

The first day of the programme began with inviting the guests on to the dais by Dr. U. Ramesh Babu, Lecturer in English. Dr. C. Krishna, the principal, inaugurated the programme with his opening remarks. The importance of the skill component in day-to-day office correspondence was stressed upon and the participants were motivated towards active involvement in the programme. The IQAC Coordinator, Dr. A. A. Annapurna informed the participants about the structure of the programme and requested the participants to make optimal use of this programme. Sri P. S. Sastry, Head of the Department, English and the Master Resource Person briefed about the topics included in the programme and reiterated the importance of acquiring English language skills to be adept at official correspondence. The programme ended with a vote of thanks by Dr. A. Rajeswari, Lecturer in English.

### **Inviting the Guests by Dr. U. Ramesh Babu, Lecturer in English**



## Opening Remarks of Dr. C. Krishna, Principal



## Dr.A.A. Annapurna, IQAC Coordinator addressing the participants







**Sri P. S. Sastry, Master Trainer informing the participants about the structure of the training programme**







## Vote of Thanks by Smt. A. Rajeswari, Lecturer in English



10-03-2023

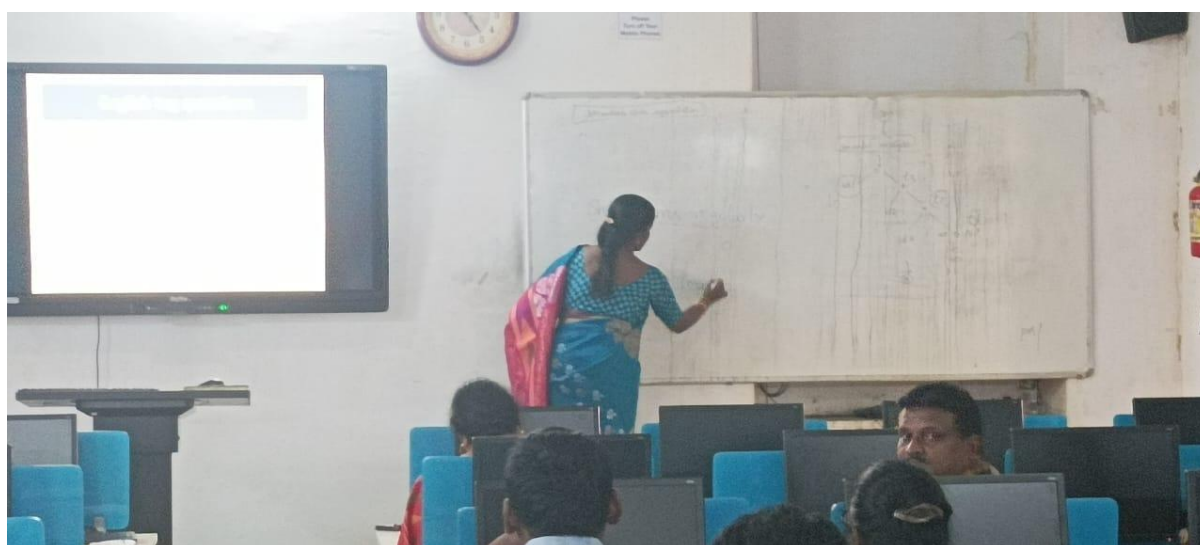
**Resource Person:** Dr. B.Bhavani, Lecturer in English

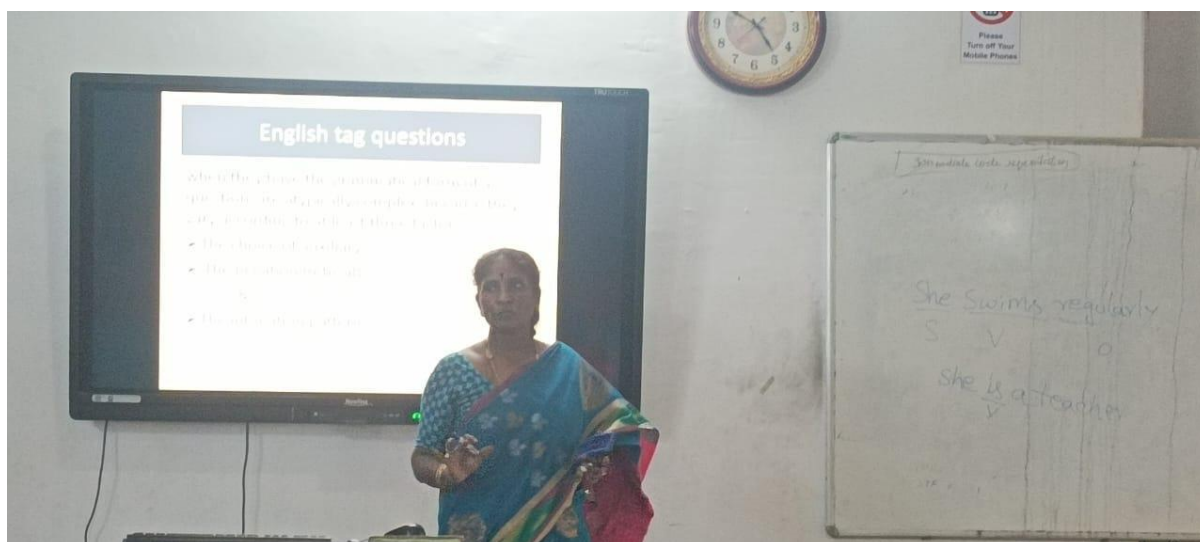
**Topics :** 1. Self-Introduction

2. Interrogation

3. Framing questions for interview & enquiries

Dr. B. Bhavani made the participants to speak by involving them in various speaking activities designed for the above mentioned topics.



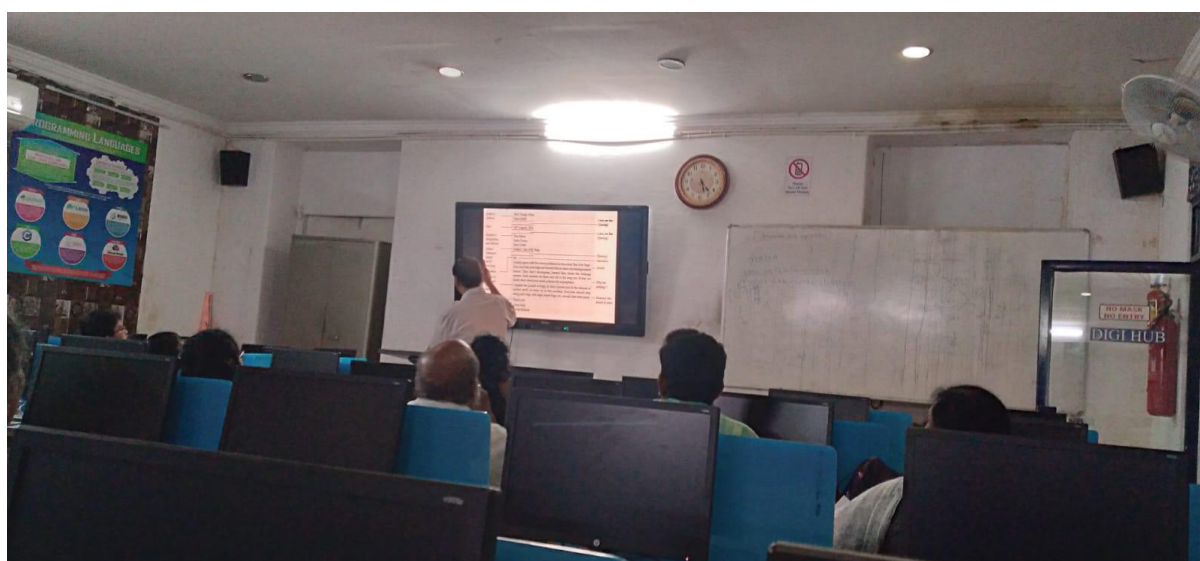


**13-03-2023**

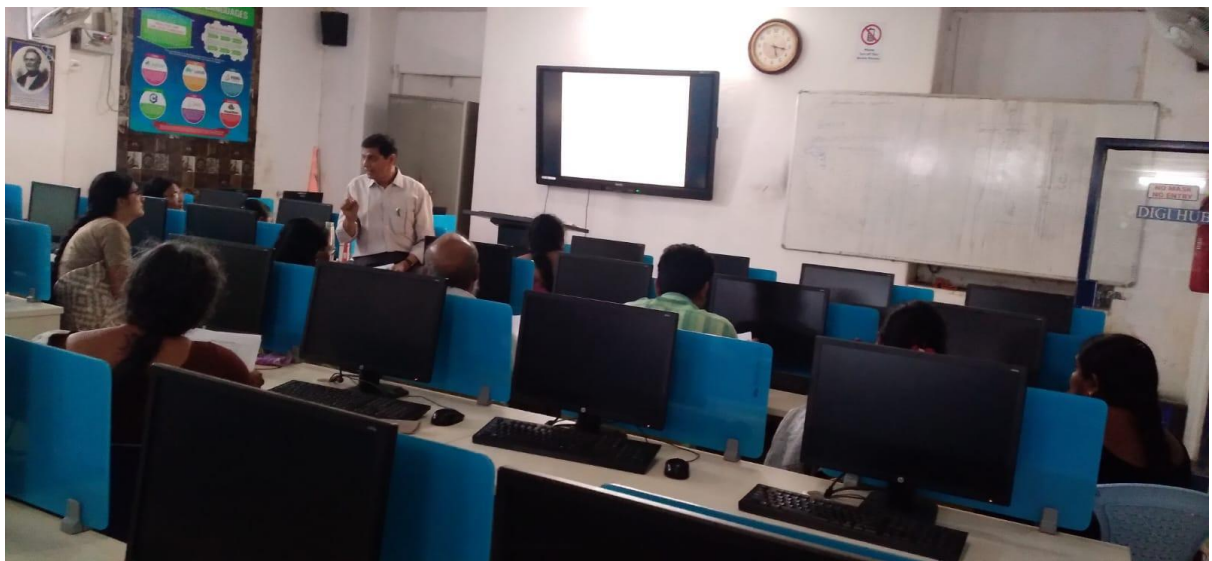
**Resource Person:** Sri P. S. Sastry, Head, Department of English

**Topic:** Office Correspondence and Language

Sri P. S. Sastry has given some important inputs on drafting letters, memos and proceedings, office note and e-mail. He made the participants understand the language to be used in formal communication and how to draft office correspondence effectively. Work out sheets were given to the participants for future reference.







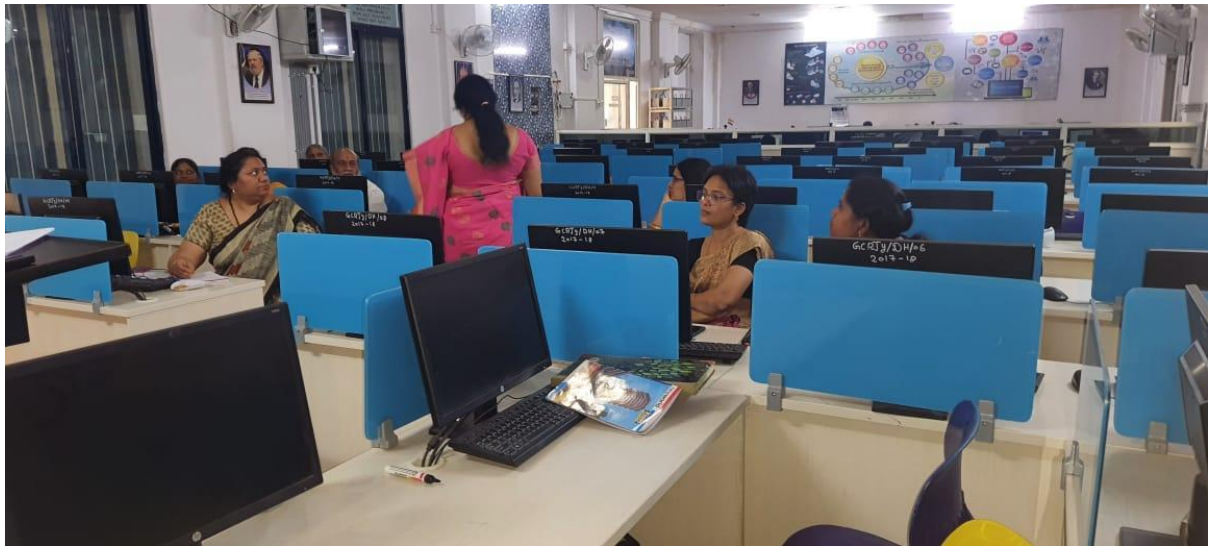


**14-03-2023**

**Resource Person:** Dr. A. Rajeswari, Lecturer in English

Dr. A. Rajeswari, Lecturer in English delivered a lecture on Basic Tenses and Voice, Punctuation and Spelling. She explained the participants about how meaningful sentences can be made by using simple grammatical structures. She has highlighted the importance of punctuation and spelling in effective correspondence.





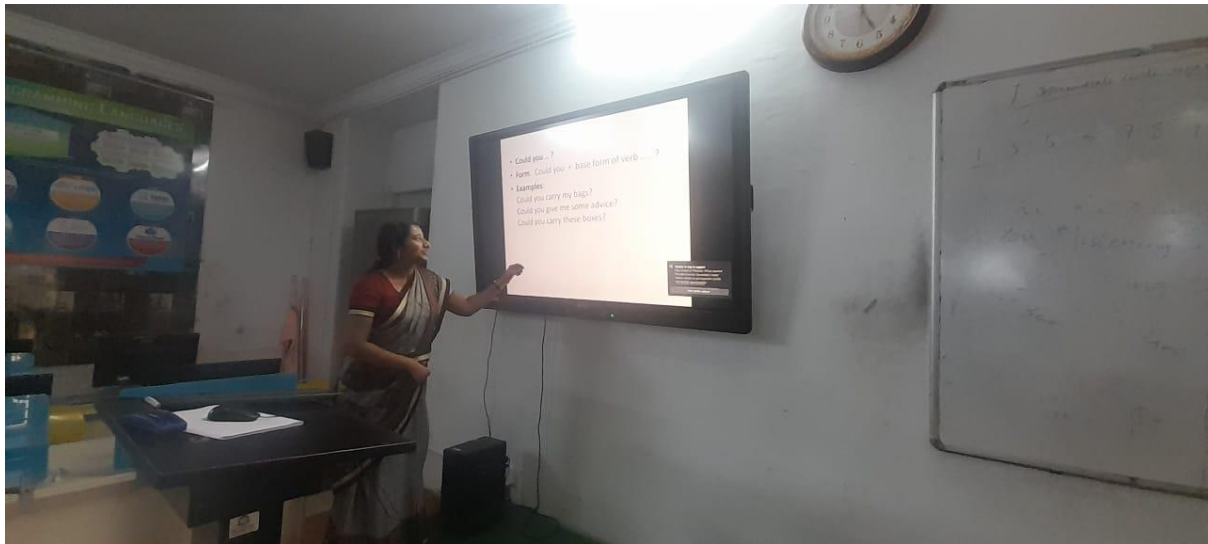
**15-03-2023**

**Resource Person:** Kum. Ch. Vennela

Kum Ch. Vennela has demonstrated the importance of the following functions of English language and made the participants involve in various activities designed to enhance the speaking skills of the participants.

- Polite Requests
- Agreeing and disagreeing
- Asking questions and giving answers
- Use of do/have forms and basic modals.





**16-07-2023**

**Name of the Resource Person : Dr. N. Naga Bhushanam**

**Topics:** Dr. N. Nagabhushanam has lectured on

1. Articles
2. Prepositions
3. Formal Vocabulary and Structures



**17-03-2023**

**Name of the Resource Person:** Dr. U. Ramesh Babu

Dr. U. Ramesh Babu has delivered a lecture on

1. Simple, Compound and Complex Sentences
2. Linking Devices
3. Conjunctions

The participants are given material for future reference.



**18-03-2023**

**Name of the Resource Person:** P. S. Sastry

**Topics:** Summing Up & Practice Session

Sri P. S. Sastry has summed up all the important topics which help the participants in consolidating the take aways from the training programme. Further, the participants were made to participate in various speaking activities





## Valedictory

The valedictory was held on 18-03-2023. 30 participants were benefitted by this training programme. The participants expressed their satisfaction with the conduct of the training programme. They felt that this programme has enriched their knowledge and they wished to participate in such programmes in future. They also requested an extension of this programme to help them learn more. The principal expressed his happiness over the successful completion of this programme and directed

the IQAC to conduct more such in-house capacity enrichment programmes for the staff in days to come.

