

WORKSHOP PROGRAMME (2010-2011)

5 and 6 January, 2011

Time: 9.30 AM to 4. 30 PM with Lunch Break from 1 to 2 PM

Title: Communication and Soft Skills – The Changing Paradigms

05.01.2011

Morning Session. Title/ theme: Introducing Communication Skills

**Details: This will be an interactive session with Power Point Presentation
The presentation will cover following points:**

- (1) Introduction to the concept of Communication Skills.**
- (2) What is Communication Skills? Definition/s**
- (3) Need: Why communication?**
- (4) Why communication skills training?**
- (5)Forms of communication.**
- (6) Fun with Words and language, trick language plays (The focus will be on correct use of language.**
- (7)Summing up**

This will be interspersed with games, activities and examples. The aim is to make the students follow the significance of Communication Skills—verbal/non-verbal etc. This lecture will cover listening skills, speaking skills, writing skills; role of body language etc.

Afternoon Session: Title: Practical Exercises

**Listening and reproducing,
Analysing and reproducing – oral exercises.
Reading and re-writing.**

Place: University Computer Centre (Seminar Room)

06.01.2011

Morning Session. Title: PPT. Writing term paper:

Pros and Cons will cover the significance of MLA style sheet; tips for documentation, collecting material and culling out from critical works; the question of plagiarism. Preparing final draft. Practice with small passages or some book read by all

Afternoon Session: Title: Steps towards Research

(A) Writing Book Review. (PPT) Review of books is the first step towards research.

- (1) How to write a Book Review**
- (2) Tips**
- (3) Practice with a small extract.**
- (4) Getting published**

(B) Discourse Analysis: This will lead to understanding the intricacies of language use.

Practice with language. How language can be moulded, how it can be used for our benefit; how language treats us? How do we treat language? What is the meaning of master's language? Etc.

NOTE: The focus of the two days will be on language use and Acquiring language Skills to Communicate (written and oral both) with Confidence

Place: University Computer Centre (Seminar Room)