



Department of English

12.12.2019

Report of a Two-day Workshop for the Office Staff

A Two-day workshop on "How to Develop the Written Communication skill" for our office staff members was organized at Pallava Hall in Kings College of Engineering between 10.12.2019 and 11.12.2019 by the Department of English.

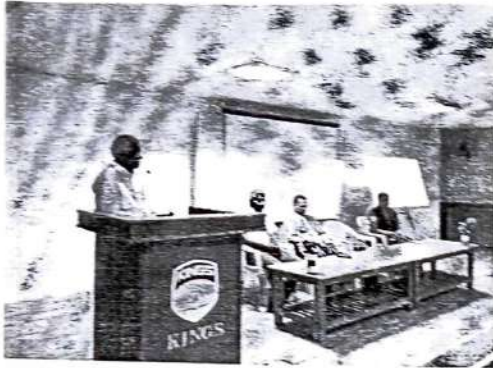
Dr.R.Senguttuvan, Head/English welcomed the gathering. The workshop was inaugurated by Dr. R. Rajendran, The Secretary in the presence of Dr. J. Arputha Vijaya Selvi, Principal and Dr. S. Sivakumar, Vice Principal. In his inaugural speech, **Dr. R. Rajendran**, The secretary spoke on the salient features of communication especially English for the furtherance of our institution(Kings). **Dr. J. Arputha Vijaya Selvi**, Principal spoke the purpose of this workshop and informed the participants to make use of the workshop at the maximum level. **Dr. S. Sivakumar**, Vice Principal as a mentor, in his address he appreciated the Department of English for organizing such a program and also inculcated the First Session of the Program entitled "work ethics".

The second session of the workshop was presented by Dr.R.Senguttuvan, on "Written Communication (Through Letters/E-Mail/Memos)". In the Third session, Mrs.C.Jansirani, made a presentation on "Parts of Speech and its uses". Fourth Session was presented by Mr.K.Anandharaj on "Adjectives, Adverbs & Articles and their Role in official Communication". gave necessary tips for learning English with the help of mother tongue.

In the Second day first session was handled by Dr.R.Senguttuvan, on "Radical features of Preposition", brainstormed various Techniques on how one can recheck their errors while writing letters. The Second Session , Mr.P.Rajeshwaran delivered a lecture on "The Use of Reported Speech in daily Communication". In each session many tasks including worksheets were given to the participants for their active participation. The program was winded up with Feed Back of the participants and Vice Principal's valedictory address ended on an assurance of conducting future Programs for our staff.

Notice Board
I - year.

J. Arputha Vijaya Selvi
12/12/19



The Secretary, **Dr.R.Rajendran** presents the inaugural speech



The principal **Dr.J.Arputha Vijaya Selvi** felicitates the gathering



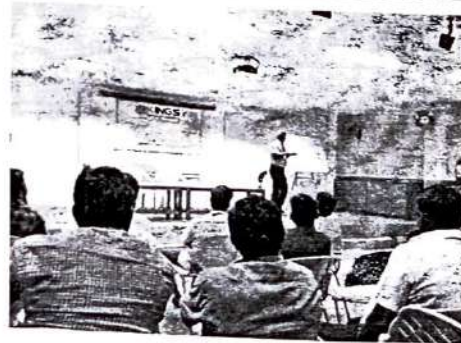
The vice Principal **Dr.S.Sivakumar** depicts his lecture on work ethics



The Head/English **Dr.R.Senguttuvan** gives welcome address



The frontal view of the **Office Staff Members**



Dr.R.Senguttuvan, delivers his lectures on Radical Features of Prepositions



Mr.K. Anandharaj favors his lecture on adjectives, adverbs & articles



Ms.C.jansirani accomplishes her lecture on parts of speech



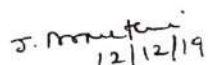
Dignitaries are on the stage during valedictory Moment



The harmonious alliance of the partial team of Kings


12/12/19.
Head/English


Vice Principal


12/12/19 .
Principal