



15.09.2019

From
P.Rajeshwaran
Asst. Prof., / English
Kings College of Engineering
Punalkulam

To
THE PRINCIPAL
Kings College of Engineering
Punalkulam

Sir,

Sub: permission for conducting a Faculty Development Programme on 24 Sep 2018 – reg.

It is planned to conduct a programme on **COMMUNICATION SKILLS FOR PROFESSIONALS** for III YEAR STUDENTS between 9.30am and 4.30pm on 24.09.2019 at Pallava Hall. We, hence request your permission to conduct the programme successfully.

Looking forward to your kind consent.

Thanking you,

A handwritten signature in blue ink, appearing to read 'P. Rajeshwaran', is written over the typed name.

Yours truly,
(P.Rajeshwaran)



DEPARTMENT OF ENGLISH

COMMUNICATION SKILLS FOR PROFESSIONALS

AGENDA

Welcome Address	:	Dr. R.SenguttuvanP Asst. Prof. / English
Guest Introduction	:	P.Rajeshwaran Asst. Prof. / English
Topic Presentation	:	Dr. G. Arunachalam, Professor & Head of the Dept. of English Raja Serfoji Govt. College(Autonomous)
Feed Back		
Vote of Tanks	:	Mr. K. Anandharaj, Assistant Professor





DEPARTMENT OF ENGLISH

CIRCULAR

This is to inform that a programme on **COMMUNICATION SKILLS FOR PROFESSIONALS** scheduled for the staff members between 9.30am and 4.30pm on 24.09.2019. The programme is to be conducted by Dr. G. Arunachalam, Professor & Head of the Dept. of English Raja Serfoji Govt. College(Autonomous) Thanjavur.. Hence, we request the staff members to make use of the programme to enrich the language skill.


Programme Coordinator


Head/English



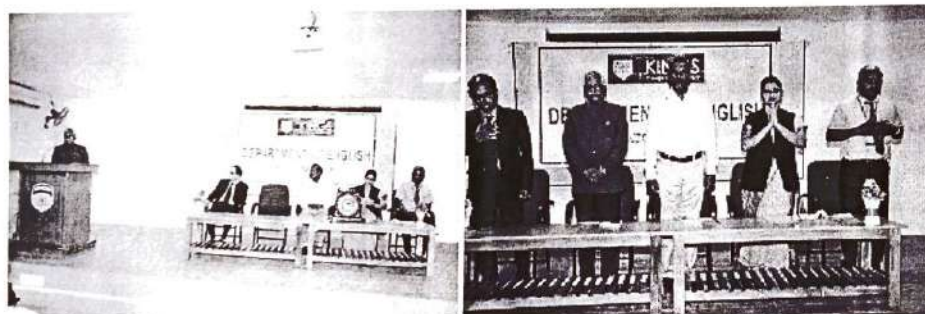
DEPARTMENT OF ENGLISH

24.09.2019

Report of "Communication Skills for Professionals" workshop

A one-day workshop on "Communication Skills for Professionals" for the 3rd year students of Kings College of Engineering was organized at Pallava Hall from 9.30 am to 4.30 pm on 24th September 2019 by the Department of English.

The Chief Resource person, Dr. G. Arunachalam, Professor & Head of the Dept. of English Raja Serfoji Govt. College(Autonomous) Thanjavur. Dr.R.Senguttuvan, Head/English welcomed the gathering and Mr.P. Rajeshwaran, Assistant Professor, introduced the Resource person.



The workshop was inaugurated by Dr. R. Rajendran, Secretary in the presence of Dr. J. Arputha Vijaya Selvi, Principal and Dr. S. Sivakumar, Vice Principal. In his inaugural speech, Dr. R. Rajendran spoke the necessity of learning English and on acquiring LSRW Skills. Dr. J. Arputha Vijaya Selvi, Principal urged the participants to make use of the workshop to the maximum extent possible in order to enhance their communication skills. Dr. S. Sivakumar, Vice Principal delivered felicitation address. In his address he informed the students to inculcate reading as a profession not as a hobby in order to enrich their communication skills.

During the first session of the workshop, Dr. G. Arunachalam made a presentation on "Process Strategies" which covered the steps for acquiring communication skills quickly and properly. In the second session, a presentation on "The Role of Inter language in Code

Switching" which gave necessary tips of learning English with the help of mother tongue. And he made the students to speak by conducting few activities.

In the last session, the resource person Dr. S. Sanmuga Sundaram, gave a lecture on "Communicating to Succeed: Points to Ponder" and some useful tips on Learning English by listening native speakers. He focused on "Sub Conscious language acquisition" and "Conscious Learning" Then Ms. C. Jansirani, Assistant Professor of English read a short report based on students' feedback. Finally Mr. K. Anandharaj, Assistant Professor of English delivered vote of thanks and everyone respected the national anthem.


Head/English


Head/English


Principal