

# Online Workshop on Basic Writing Skills for Workplace

9 - 15 September 2020

## *A Report*



The Department of Humanities and Social Sciences organised an online workshop on 'Basic Writing Skills for Workplace' from 9 September to 15 September 2020. The programme was designed to hone the writing skills of Non-teaching staff and was supported by TEQIP III. The programme was inaugurated by Prof. Udai K. Yaragatti, Director, who congratulated the department for the initiative and stressed on the continuation of such programmes for enhancing the capacity of all. Prof. KR Niazi, Registrar, also opined that such programmes should be organised at regular intervals. The workshop encapsulated sessions on writing skills, letter writing, E mail writing, Note sheet, memo, notices and circular writing. The noteworthy aspect was the practical training. Every session was coupled with exercises and the worksheets. The practical aspect kept the participants busy at their homes too. The most gratifying aspect was the overwhelming participation of the learners. The workshop was concluded on 15 September where the participants shared their feedback and reiterated the need of organising such workshops at regular intervals. The outperforming participants were awarded for their participation and the research scholars Ms. Divyajyot Kaur and Mr. Mohit Joshi were also awarded for their outstanding contribution. Prof. Manju Singh, Head, Dept. of HSS and Dr.NirajaSaraswat, Assistant Professor , Dept. of HSS ,coordinated the programme.