

Karpagam Academy of Higher Education

Workshop for Non Teaching Staff

Workshop was conducted on the topic "*An Effective Communication Workshop*" on 5.6.2017 & 6.6.2017 for the Non-teaching Staff members of our University to enhance their language ability and reduce their communication difficulties. The workshop was planned with four sessions. The first session refreshed the basic grammar of English Grammar. And the second session, enriched the vocabulary skill and trained them in sentence formation in speaking. Third session explained the various aspects, situations and ways of communication. And the fourth session equipped them with phonetics for their effective use of stress, tone and voice in communication. All the sessions were planned with practical exercises. The workshop was successfully completed as planned. And the feedback was positive and satisfactory.



