

Duration

The course will begin on Sep 4 and conclude on Nov 23, 2018. There will be two sessions a week, on Tuesdays and Fridays, from 4.00 to 5.30 pm (90 min), a total of 24 sessions.

A detailed timetable will be given the participants at the start of the course.

Methodology

This is not a theoretical seminar, but a practical workshop, with the stress on developing and perfecting the participants' skills in public speaking and writing.

Though some theoretical input will be given, the emphasis is on practice, reviewing the exercise, and more practice again.

The participants will be taught to critique themselves as well as their companions, both in individual as well as team exercises.

Attendance for all the sessions is obligatory. At the end of the program, participants will receive a certificate.

Course Content

Public speaking: impromptu speeches, prepared speeches, panel discussions, story-telling.

Writing to publish: letters to the editor, writing reports, book/ film reviews, the personal essay (blogs).

Resource persons

Fr Myron J. Pereira and team



Effective Speaking and Writing Skills

a certificate course
in 24 sessions
September - November 2018

offered by



St. Xavier's Institute of Education
40-A, New Marine Lines
Churchgate, Mumbai - 400 020
Tel 022 2201 4666

Coordinators

Dr. Geeta Shetty 986 924 2039
Ms. Kalpana Chavan 982 081 7667



Communication is the basis of teaching, and while the term embraces a variety of skills, of prime importance are effective speaking and writing skills.

A teacher's task is to develop such proficiency in herself, and in turn to encourage their development in others.

This certificate course will focus on proficiency in speaking and writing in English. We are aware that most of our students are multi-lingual, and that English is usually not their native language.

Still it is quite possible, through an effective methodology to gain a reasonable competence in public speaking and writing in English so as to express oneself with clarity, correctness and style – this then is the purpose of the certificate course being offered.

Objectives

To develop confidence in using spoken English in formal and informal settings;

To understand the impact of the spoken and written word in effective communication;

To acquire effective public speaking and presentation skills;

To use the written word in various contexts with clarity, ease and confidence.

Who can enrol?

Teachers, both those in service as well as those pre-service; college and professional students.

Tear off and present to office, SXIE

Please register me for Effective Speaking and Writing Skills (Sept. - Nov. 2018)

Name _____ Age _____

Address _____ Pin _____

Presently studying/working at _____

• I enclose Rs. 7000/- as full payment by DD (Draft no. _____)

• I also enclose a brief note on "Why I want to join this course"

[300 words only – half an A-4size page – typed and signed by you]

