

Workshop on “Empowering Yourself Through Communicative Skills”

29-30, Oct 2011 at Chennai

Venue: Conference Hall, Anna University Alumni Centre, Anna University, Guindy, Chennai – 600025

Programme Structure

Sl No.	Session Plan	Program Details	Learning Objective	Learning Outcomes
1	Day 1 10:00 – 11:30 Tea Break	Course Overview Student Skill Audit before the program Forming Six Groups	Types of skills students expect to acquire during the course of their training program.	1. Identify any skills gaps 2. Basic aid to understand the needs and skills gaps
2	Day 1 11:45 – 1:15 Lunch Break	Understanding your Learning Style	This examines ways of improving your organisation and thinking while taking down information.	1. Improved note-taking skills 2. Improved listening skills 3. Developing an active approach to learning.
3	Day 1 2:15 – 3:45 Tea Break 4:00 – 5:30	Understanding about Communication English Language Definitions and concepts Needs assessment on Five parameters to understand the skill gaps	Examining students starting points, the skills they use and the way in which they understand about English Language and Communication.	4. Students’ Attitudes Towards English Activities 5. Experience of Learning English 6. Perception in English Ability 7. Preference of English Activities 8. Priority in English Ability
4	Day 2 10:00 – 11:30 Tea Break 11:45 – 1:15 Lunch Break	Writing Effectively	Gaining understanding about the various aspects involved in writing skills. This is roughly divided into the <i>process</i> and <i>product</i> aspects of written communication with each of these sections dealing with the skills needed to produce written text suitable for a variety of purposes.	9. Analyse the language of essay titles and questions in examinations 10. Select relevant information from reading to make notes 11. Summarise information 12. Manipulate language to produce cohesive text 13. Understand the structure of a paragraph 14. Cite references effectively and appropriately 15. Manage the whole writing process
5	Day 2 2:15 – 3:45 Tea Break 4:00 – 5:30	Giving a Talk or Presentation Needs assessment: Dimensions analysis Why and how	Focuses on the skills and strategies you need to plan and give an effective talk or oral presentation, individually or as part of a team.	16. Recognise the importance of presentation skills in academic and professional life 17. Effectively plan and structure a talk 18. Deliver a talk in a manner which sustains the interest and confidence of the audience 19. Reflect on and learn from your experience