

Report on National Workshop on Enhancing Professional Communication Skills: From a Teacher to a Trainer

The workshop was attended by 45 participants from 7 universities and 3 states.

The inaugural program was conducted in the beginning, for which Dr. Shivaji Sargar, HoD, Department of English, University of Mumbai was chief guest, Mrs. Lalitha Murthy, Besig, Chennai was the resource person for the workshop, Dr. Asha Menon I/C Principal, Dr. Ram Bhise, President ELT@I (Mumbai Chapter), Dr. Sachin Bhumbe, Convener and Vice President, ELT@I (Mumbai Chapter) were present. Dr. Sargar, in his inaugural speech, pressed upon the need of human face to the training. He further greeted the participants and wished to have fruitful and interactive workshop. Dr. Asha Menon in her welcome speech expressed that there is a requirement of bringing a change in teaching methodology with the changing times. She welcomed all the participants to the college. Dr. Ram Bhise informed about activities conducted by ELT@I and requested non ELT@I to take the membership. Dr. Sachin Bhumbe briefed about the concept note of the workshop. Mr. Anwar Shaikh, Secretary ELT@I, Mumbai Chapter proposed vote of thanks.

Session I Bridging the Gap

The Session started with explanation on Business English and General English on criteria such as purpose, Audience, Content, Methodology, Assessment. Mrs. Murthy has explained functions of General English and Business English with Six Classic Skills and Functional or Situational Skills. She has brought to our notice that the role of ELT Practitioners in teaching to bridge the gap between the present status of the learners and the expectations about them. Activity of Venn diagram made similarities and differences clear between BE and GE. Further interview skills were discussed.

Speaking Activities:

This session was focused on mind mapping, introducing oneself was explained through activity on FORM (Family, Occupation, Recreation and Mediation) Use of tense was emphasized in introduction in Interviews in correlation to FORM. Further, Interview skills were explained with special emphasis on use of language in Interview. CEFR codes were explained in relation to Recognition, Production, Interaction, and Mediation.

Written Communication:

The session focused on advantages and disadvantages of Oral and Written communication followed by detailed explanation on 5Cs namely- Complete, Clear, Concise, Correct with examples and activities. The session also included the email etiquette, 10 tips of using emails, types and forms of business writing.

The last session included Designing the course outline and participants were trained to design the course on business English on their own.

Valedictory

Dr. S Kumudhavalli was chief guest for the valedictory programme. In her speech, she congratulated the Department of English and ELT@I Mumbai Chapter for organizing a workshop on Enhancing Professional Communication Skills: From a Teacher to a Trainer. She further highlighted on the problems of English Teachers and emphasized that the teacher should aim at learning by the learners. Other members on stage for valedictory programme were Mrs. Murthy, Dr. Ram Bhise, and Dr. Sachin Bhumbe. The session wise report of the entire workshop was read by Mr Shivaji Methe, valedictory programme was compere by Mrs. Vagishwari Gore and Vote of thanks were proposed by Mr. Debraj Moulick.