

## ***NEW HORIZON QUALITY ASSESSMENT AND SKILL DEVELOPMENT CENTER***

### **Organizes Workshop on**

#### ***“Letter writing techniques with E-Mail Etiquette & MS-Excel”***

***For Non-Teaching Staff of NHEI on 22<sup>nd</sup> December 2017 & 10<sup>th</sup> January 2018***

The letters play an important role for any kind of work. By analyzing the need of a robust letter writing requirement, QASDC conducted a workshop for the non-teaching staff to enhance their skills on the same. Here are the **Specific Objectives** for the workshop

#### **To enable the participants to:**

- concentrate in their work with all round fitness
- write various kinds of official letters
- follow the email etiquettes while sending the official letters
- learn to communicate with clarity and proper structure.
- learn to write professionally to send emails
- learn to avoid senders regret by proof reading
- work with basic rules and regulations of MS- Excel

#### **Internal Resource Persons:**

Prof. Aravinda K from Electronics & Communication Engineering Department,

Mr. R L Gangadhara Murthy Placement Officer, Training & Placement Department and

Ms. Sharmila J. Personal Secretary, Mechanical Engineering Department

After the welcome address by Ms. Sudha Manjrekar, Education Program Analyst from QASDC, the participants settled down in the auditorium of the Library Block for an invigorating session of Yoga and meditation under the guidance of Professor. Aravinda Kothiyar, to perform a few basic yoga exercises and meditation.

After feeling refreshed and rejuvenated, the participants were exposed to “Letter writing techniques and Email-Etiquette by Mr. R L Gangadhara Murthy. He took the participants through a series of slides and PowerPoint presentations, lectures and discussions to share the

correct and the incorrect methods of letter writing, the basic features that business letters should contain, vocabulary that should be used in the contents of such letters and in the greeting salutations and conclusions. He also threw light on the language that must be avoided in e-mail communications and how emails should be precise, short, brief and to the point right from the subject line to the greeting and the signing off in an email.

It was a highly interactive and participative workshop where Mr. Murthy randomly distributed questions related to communication skills to each group of four participants who discussed it amongst the group and one member of the group shared it with the rest of the members, thus benefitting from one another's inputs and experiences. Each member was also given a handout on varied aspects of emailing and letter writing.

The afternoon session was conducted by Ms. Sharmila J at MCA Computer Laboratory. She began the session by focusing on the roles and responsibilities of a secretary in various departments. She highlighted the significance of MS-Excel worksheet with different kinds of calculations and formulas. She made all the participants to have hands on experience by giving certain sample questions and application of few formulas which are commonly used for data analysis.

This session was closed with different assignment being assigned to each of the participant, which has to be submitted to the Director of QASDC. Ms. Bindu closed the session by thanking everyone for their active participation.

There were 38 participants in 1<sup>st</sup> batch and 22 participants in the 2<sup>nd</sup> batch of workshop and feedback was collected from all the participants. Participation certificates will be soon provided to all.

Here is the Feed back Analysis

