

# Workshop On

# **Writing Skills**

**Patron:**

**Prof. Dr. Farzana Mahdi**  
Pro- Vice Chancellor, Era University

**Convener:**

**Dr. Rupali Mirza**

**Co-Convener(s):**

**Ms. Syeda Saleha Jafri  
& Dr. Mirza Aqeel Abbas**

**Two-Day  
Workshop on  
Writing Skills  
(For Clerical and  
Office Staff)**

**Department of English**



**Registrations:**

**Ms. Vishakha Mehrotra**

<https://forms.gle/zLBzmKGja9a8fxBN9>



*The registration is on first-come  
first-serve basis and free of cost*

*Date: January 30-31, 2024*

**Highlights: Session by HR Department  
& Department of Soft Skills**

**Venue:- Mini Auditorium, University building, Era University, Lucknow**

# Two Day Workshop on Writing Skills

A Two-Day Workshop on Writing Skills was organized by the Department of English, Era University from 30th-31st January, 2024 for training the Clerical and Office Staff. On day 1, the first session was on 'How to Write Effectively' was conducted by Dr. Rupali Mirza and Ms. Ingeela Kazmi. The next session on 'Importance of Vocabulary, Grammar, Spelling and Structure' was taken by Dr. Aqeel Abbas, the last session for the day was on 'Note-taking during Telephonic Conversation' which was administered by Mr. Kaunain Abidi.

On Day 2, the first session was on 'Writing Practice and Brainstorming' which was conducted by Ms. Saleha Jafri, the second session was on 'Official Communication-Letters and Email Writing' which was taken by Ms. Vishakha Mehrotra and the last session for the day was on 'Official Documentation' which was conducted by Mr. Kuldeep Singh and Mr. Ram Lakhan Jaiswal from the human the Human Resource Department, Era University.

The workshop was concluded by the valedictory, during which Prof. Farzana Mahdi, Pro-Vice Chancellor, graced the occasion as the 'Guest of Honour'. In her address, she encouraged the office and clerical staff of Era University to attend more of such trainings so as to polish their skills and contribute to the growth of the organization and also to concentrate on their individual growth. The vote of thanks was delivered by Dr. Rupali Mirza, Head, Department of English. The valedictory function was attended by Dr. Ghazala Zaidi, Assistant Registrar, Prof. Krishna Dutt, Prof. Meeta Ghosh, Dr. Tabrez Jafar and other faculty members. The workshop was organized by the faculty members from the Department of English, namely, Dr. Rupali Mirza, Dr. Aqeel Abbas, Ms. Saleha Jafri and Ms. Vishakha Mehrotra. The Department of English was assisted by Department of Soft Skills and Human Resource Department in this endeavor.



## एरा विवि में लेखन कौशल पर दो दिवसीय कार्यशाला

**लखनऊ (सं.)** एरा विश्वविद्यालय के अंग्रेजी विभाग की ओर से लिपिक और कार्यालय कर्मचारियों को प्रशिक्षण देने के लिए लेखन कौशल पर दो दिवसीय कार्यशाला का आयोजन किया गया। पहले दिन, पहला सत्र प्रभावी ढंग से कैसे लिखें विषय पर था। इसका संचालन डॉ. रूपाली मिर्जा और इंगीला काजमी ने किया। अगला सत्र शब्दावली, व्याकरण, वर्तनी और संरचना का महत्व पर डॉ. अकील अब्बास द्वारा लिया गया। दिन का अंतिम सत्र टेलीफोनिक वार्तालाप के दौरान नोट लेना पर था। इसका संचालन कौनैन आविदी ने किया।

प्रशिक्षण के दूसरे दिन, पहला सत्र लेखन अभ्यास और विचार-मंथन पर था, जिसका संचालन सालेहा जाफरी ने किया। दूसरा सत्र आधिकारिक संचार-पत्र और ईमेल लेखन पर था, जिसका संचालन विशाखा मेहरोत्रा ने किया। अंतिम सत्र बुधवार को आधिकारिक दस्तावेजीकरण पर था जिसका संचालन एरा विश्वविद्यालय के मानव संसाधन विभाग से कुलदीप सिंह और राम लखन जायसवाल ने



किया। कार्यशाला के समापन समारोह में प्रो-वाइस चांसलर प्रोफेसर फरजाना मेहदी ने विश्वविद्यालय के कार्यालय और लिपिक कर्मचारियों को अधिक प्रशिक्षण में भाग लेने के लिए प्रोत्साहित किया। उन्होंने कहा कि प्रशिक्षण से वह अपने कौशल को निखारें और संगठन के विकास में

योगदान दें। कर्मचारी अपने व्यक्तिगत विकास पर भी ध्यान केंद्रित कर सकें। समारोह में अंग्रेजी विभाग की अध्यक्ष डॉ. रूपाली मिर्जा ने सभी का धन्यवाद अदा किया। समापन समारोह में सहायक रजिस्ट्रार डॉ. गज़ाला जैदी, प्रो. कृष्ण दत्त, प्रो. मीता घोष, डॉ. तबरेज़ जाफर और अन्य संकाय

सदस्यों ने भाग लिया। कार्यशाला में अंग्रेजी विभाग के संकाय सदस्यों, डॉ. रूपाली मिर्जा, डॉ. अकील अब्बास, सालेहा जाफरी और विशाखा मेहरोत्रा ने अपना योगदान दिया। इस प्रयास में अंग्रेजी विभाग को सॉफ्ट स्किल विभाग और मानव संसाधन विभाग द्वारा सहायता प्रदान की गई।







A man in a black jacket and yellow shirt is standing at the front of the room, gesturing with his hands as if speaking to the audience.



An audience of people is seated in red chairs, facing the speaker. Some individuals are taking notes or looking towards the presentation.

## Better way to say-

I think	In my opinion
To sum up	In conclusion
	Finally
	Delicate
	increase
	represent

*Learn and, think about, want, rich*



EU

## Basic Rules: Telephone Etiquette

### Top 10 Telephone Etiquette



When you answer the phone, it is important to identify yourself. This is the first impression you make. Be sure to use a friendly tone. The telephone is a two-way street. Listen carefully to what the other person is saying. Do not interrupt. If you need to talk, wait until the other person has finished. Be polite and courteous. Thank the other person for calling. If you cannot help, refer the caller to the appropriate person. If you are the caller, be clear and concise. Do not talk too long. If you need to talk, wait until the other person has finished. Be polite and courteous. Thank the other person for talking to you.





**GPS Map Camera**

Lucknow, Uttar Pradesh, India

301 Concept Heights Apartment Era Medical College Lane, Sarfarazganj, Lucknow, Uttar Pradesh 226003, India

Lat 26.876527°

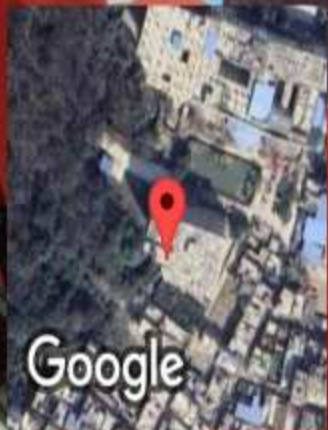
Long 80.870683°

31/01/24 01:10 PM GMT +05:30



126 m

Google





**GPS Map Camera**

Lucknow, Uttar Pradesh, India

301 Concept Heights Apartment Era Medical College Lane, Sarfarazganj, Lucknow, Uttar Pradesh 226003, India

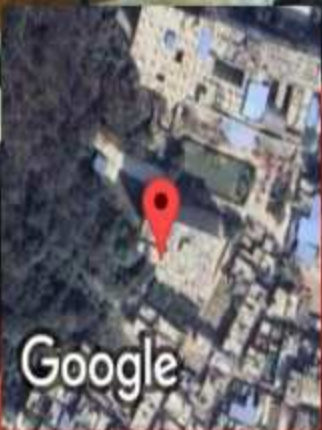
Lat 26.876527°

Long 80.870683°

31/01/24 01:10 PM GMT +05:30



126 m





**GPS Map Camera**

**Lucknow, Uttar Pradesh, India**

EJMR - Era's Journal of Medical Research Lucknow, Era's Lucknow Medical College & Hospital, Tondan Marg, Sarfarazganj, Lucknow, Uttar Pradesh 226003, India

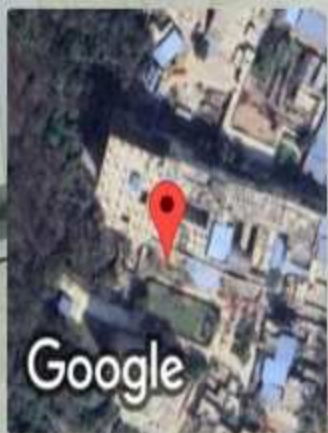
Lat 26.877212°

Long 80.87099°

31/01/24 01:10 PM GMT +05:30



117 m



Google







Patron:  
Farzana Mahdi  
Convener:  
Supali Mirza  
Convener(s):  
Ms. Syeda Saleha Jafri  
Dr. Aqeel Abbas  
Registrations:  
Ms. Vishakha Mehrotra

Dai  
Highlight &



**Farzana Mahdi**  
Convener:  
**Ms. Syeda Saleha Jafri**  
Registrations:  
**Ms. Vishakha Mehrotra**

**Convener(s):**  
**Ms. Syeda Saleha Jafri**  
**Dr. Farza Aqeel Abbas**

**Registrations:**  
**Ms. Vishakha Mehrotra**

**Data**  
**Highlight**  
**& I**





Farzana Mahdi  
Convener:  
Supali Mirza  
Convener(s):  
Ms. Syeda Saleha Jafri  
Dr. Farza Aqeel Abbas  
Registrars:  
Ms. Vishakha Mehrotra  
Date: January  
Highlights Session  
& Department









Two-Day Workshop on Writing Skills For Clerical and Office Staff  
Department of English



**GPS Map Camera**

Lucknow, Uttar Pradesh, India

301 Concept Heights Apartment Era Medical College Lane, Sarfarazganj, Lucknow, Uttar Pradesh 226003, India

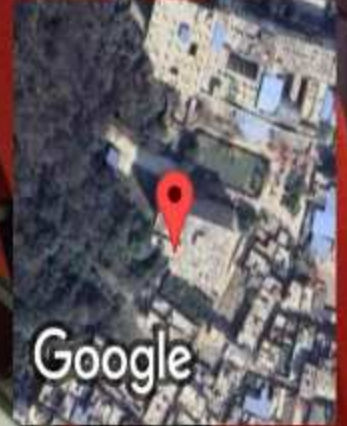
Lat 26.876527°

Long 80.870683°

31/01/24 01:10 PM GMT +05:30



126 m



Google

Arif Mehmood  
Arif Mehmood  
Arif Mehmood



# Workshop on Writing Skills (For Clerical and Office Staff)

Department of English

30-31, 2024

HR Department  
Soft Skills



za Aqeel Abbas  
strations:  
akha Mehrotra



# Workshop on Writing Skills (For Clerical and Office Staff)

Department of Eng

January 30-31, 2024

Organized by HR Department  
Department of Soft Skills



Workshop on  
**Writing Skills**  
(For Clerical and  
Office Staff)  
Department of English  
30-31, 2024  
by HR Department  
of Soft Skills



Illustrations:  
Ms. Aishakha Mehrotra







**Writing Skills**  
**(For Clerical and Office Staff)**

**Department of English**

30-31, 2024

HR Department  
of Soft Skills



(For Clerical and  
Office Staff)

Department of English

December 21, 2024

High Department  
Skills



