

Report on Noting and Drafting July 26, 2022

Introduction:

Communication plays a very important role in all fields of life. When it comes to official matters, communication is mostly in black and white. Keeping in view the fact, Faculty Development Academy organized 1-day training on Noting and Drafting for the Officer Grade (OGs) employees of CUI, Islamabad campus in collaboration with Kamyab Jawan Markaz on July 26, 2022. The purpose of this workshop was to equip the participants with skills and knowledge about different forms of official communication. The workshop aimed to give a better understanding about how to share official views in a clear and concise manner. The workshop had two sessions of two hours each. There were 37 participants from different departments of CUI, Islamabad.

Session – 1

The first session was delivered by Mr. Arshad Ali Chaudhary. Mr. Arshad worked as joint secretary in Ministry of Planning, Development and Special Initiatives. He possessed diverse experience in Federal Government pertaining to various fields including administration, recruitment, training, career planning, litigation, budgeting and audit issues etc. spanned over 25 years.



The resource person started his by defining the concepts of Noting and Drafting. He shared some definitions. Noting is a process through which any officer shares his views about the issue in hand with another functionary. The primary purpose of the process is to allow discourse over the specific topic while maintaining a record of the same for retrospective review. A draft should convey the exact intention of the orders passed. The language should be clear and concise. Lengthy sentences, abruptness, redundancy, superlatives and repetition of words, expression or ideas should be avoided. In lengthy communications, the main points should be summarized in the concluding paragraph.

The resource person further elaborated the two concepts. Noting is an internal process of an office while whereas final draft is a document generally used to convey to others, a decision, views or order. The role of drafter is to notify and interpret the policy. He should establish a

sustainable and sound general framework. All notes should be concise and to the point. Excessive noting should be avoided. Notes should normally be recorded on note-sheet. The note must be reasonable and in simple language with no technical complexity so that it should be easily understandable by the lay man. It must be reflective of the society in which it is to be implemented and be compatible with the social, economic and cultural features of the society.



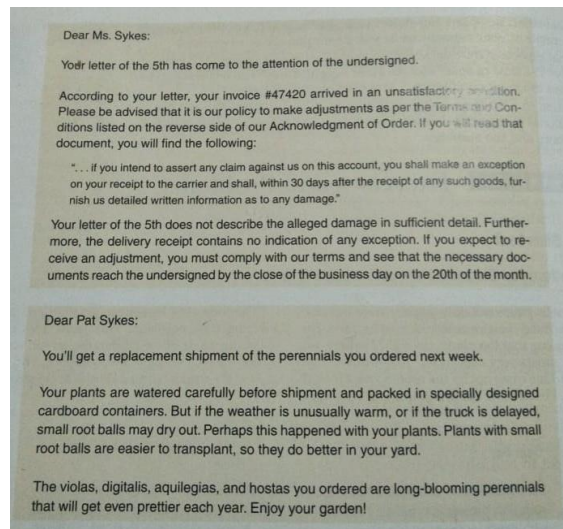
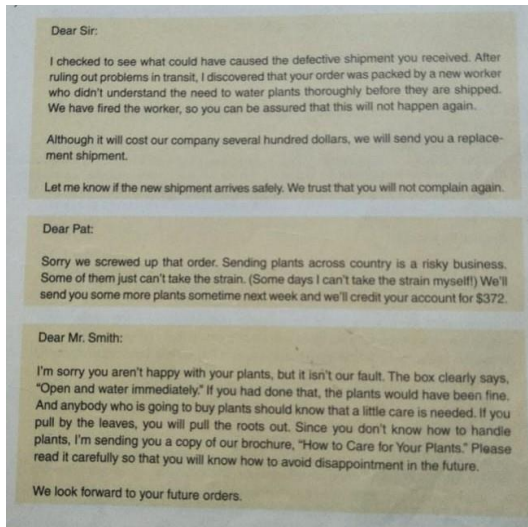
The resource person thoroughly explained the concept of Noting and Drafting. He welcomed all questions from the trainees. His experience and remarkable professional journey unlighted the participants. He shared his life examples with the audience to give them a better and easy understanding of the two concepts. Overall, it was a very scholarly, well informed and knowledgeable session.

Session – 2:

The second session was taken by Ms. Saba Bahareen. Ms. Saba Bahareen Mansur is a Master trainer, trained at the University of Oregon, USA. She has also received training at University of Reading, UK. She holds 18 years of teaching experience in the Pakistani higher education landscape and over 12 years of corporate and teacher training experience at different levels. Currently she is serving COMSATS University Islamabad in Department of Humanities.

The session was a practical session and had some hands – on activities for the participants. She started with some definitions and the resource person shared some pieces of writing. There was a letter shared with the participants which was written to a Nursery providing plants not only to companies, but to individual clients as well. The same message was written in five different ways.



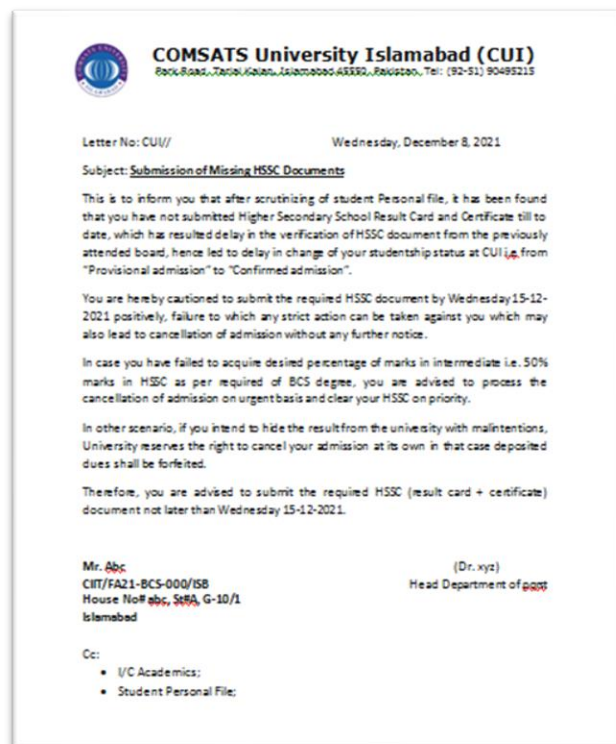


After sharing the letter in five different ways of writing, the audience was asked to read and analyze all letters. The client in the letter mentioned about the plant which wilted by the time it was received by him. The reply of the company was written in different styles. Out of five replies, only one reply was written in a polite, concise and clear way. The purpose of this activity was to make the participants realize that each word has a special impact on the reader. The choice of words and sentence making plays a vital role in better communication.

Then there was an activity done by sharing a letter issued by the competent authority. This letter was an example of harsh and strict writing style. The trainer asked the participants to rewrite the same letter in a polite and respectful way. The message must be clearly conveyed, but the tone should not be rude or discourteous.

If a letter or note or any official communication is done in abrupt and uncivilized way, it gives a wrong impression of the whole organization.

The speaker elaborated the art of using words and how they can create magic if they are used appropriately. A well written official communication can do wonders whereas; one



wrong word or sentence may create hurdles and difficulties for the whole department. Therefore, one must write very consciously. The tone should not be abrupt, harsh or threatening.

The session was much interactive. All the participants finished the given tasks and kept inquiring about any ambiguities which they had in their minds. The resource person was much appreciated and she tried to pass as much knowledge as possible within these two sessions. A group photo was taken and tea and refreshments were served to the participants.

