

Report on Noting and Drafting July 25, 2022

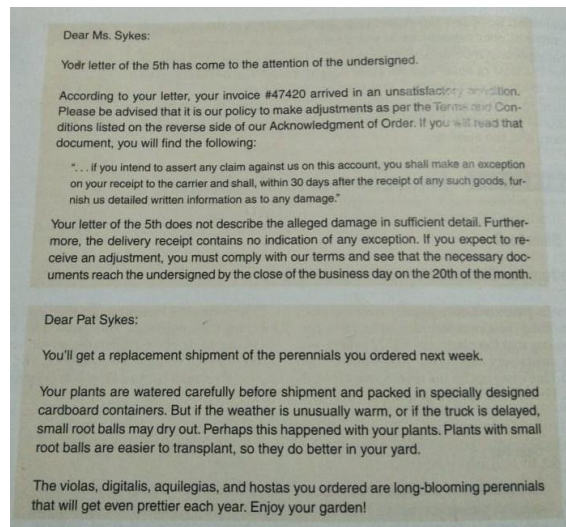
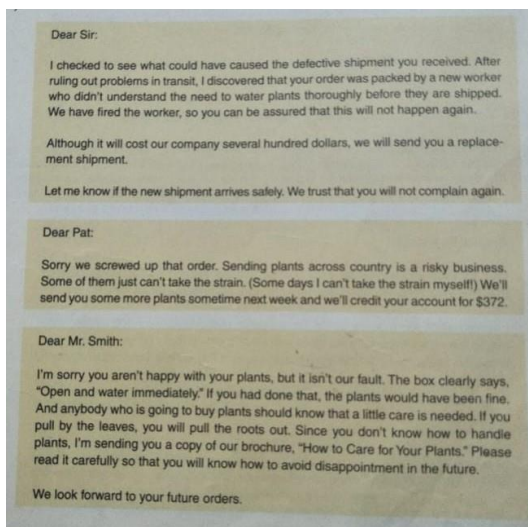
Introduction:

Faculty Development Academy organized 1-day training on Noting and Drafting for the Staff Grade (SGs) employees of CUI, Islamabad campus in collaboration with Kamyab Jawan Markaz on July 25, 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 theoretical and 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 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 that provided 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.



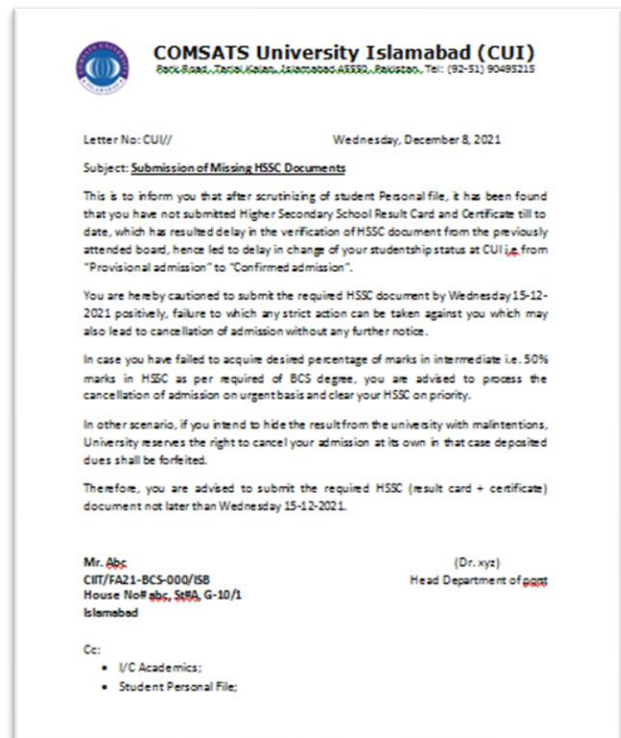
This session was extensive and the participants kept asking about their queries. The resource person was open to all questions and satisfied each query in friendly and knowledgeable way.

Session – 2:

The second session was also taken by Ms. Saba Bahareen. This was a practical session where the resource person shared 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 second session was much interactive. The trainer shared some useful resources to support the writing process including Google translate, Grammarly, Dictionary and thesaurus.com. 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 at the end of session and participants were served with tea and refreshments.

