

COST PER HEAD

Rs. 8,000 per person. Group discounts (5%) are available for those institutions who send more than 5 participants. (The fee include the design, delivery of the course, the developing and producing training material, lecture room charges, computer usages charges, facilitation charges and lunch)

OTHER DETAILS

It is a non-residential course.

HOW TO APPLY

Use the application form available at the end of the prospectus and fax +94(0)112552474 or email it to keerthi@dicsrilanka.org Application form could be downloaded from the DLC website: www.dicsrilanka.org

Enquiries and Clarifications
Call Keerthi Wijsekera
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Develop
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Skills



Offered by Distance Learning Centre

Writing Workplace Documents



"State owned institute under Ministry of Public Administration"

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SLIDA

RATIONALE

Officers in organizations are sometimes faced with the dilemma of writing documents with formats that they are not used to. "Writing workplace documents" is a program designed to introduce all official documents and their formats to be used correctly.

OBJECTIVE

To introduce all types of office documents including all types of letters, memos, agendas, meeting minutes and their use.

CONTENTS

- Types of work place documents
- Formats
- Business grammar
- Essential vocabulary
- Plain english
- Tips for editing documents

TARGET GROUP

This is targeted at all staff officers.

METHOD

Contents would be covered through interactive lectures, group discussions, individual assignments and group activities.

DURATION

Only 2 days

CLASS SIZE

Maximum 30 participants

DATES

Dates will be announced when adequate number of participants has been registered for the program.



ENTER NOW!