(U/S 2(f) and 12B of the UGC Act1956.NAAC Accredited)

DESH BHAGAT UNERSITY, MANDI GOBINDGARH

FACULTY OF SOCIAL SCIENCES AND LANGUAGES

WORKSHOP ON WRITING SKILLS

Organized by: Department of English, Faculty of Social Sciences & Languages
Institution: Desh Bhagat University, Mandi Gobindgarh, Punjab
In Collaboration With: Literary Club, Desh Bhagat University

The Department of English, Faculty of Social Sciences and Languages, Desh Bhagat University, in collaboration with the Literary Club, conducted a workshop aimed at enhancing affective writing skills among non-teaching staff of the university on 11th June 2025. This initiative reflects the university's IQAC's approach to holistic professional development of its faculty.

The workshop focused on practical writing skills pivotal to daily administrative functions. Through interactive sessions, staff members were trained in composing effective emails, drafting formal letters, preparing reports, and crafting professional resumes. Emphasis was placed on clarity, tone, structure, and format—ensuring communication met institutional standards and strengthened professional credibility.

Participants engaged in collaborative exercises with guided peer review. For email writing, the training highlighted suitable salutations, subject lines, concise body text, and courteous closings. Letter-writing sessions taught the room appropriate formal tone, structured paragraphs, and correct salutations and sign-offs. Report-writing training illustrated logical organization—from introductory purpose and methodology to clear conclusions. Resume-building guidance covered formatting, showcasing relevant skills, highlighting experiences, and tailoring content for potential career opportunities.

This hands-on approach allowed participants to immediately apply lessons during the workshop, receiving direct feedback from facilitators and peers. Many reported newfound confidence in their ability to communicate through written documents, noting that the workshop bridged gaps in understanding professional writing conventions and significantly improved their competence.

This collaborative workshop by the Department of English and Literary Club successfully bolstered non-teaching staff's writing capabilities, empowering them to produce clearer and more professionally formatted emails, letters, reports, and resumes. This initiative strengthens the university's internal communication and aligns with its broader mission of professional excellence and staff development.

Event Coordinator

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DESH BHAGAT UNERSITY, MANDI GOBINDGARH

FACULTY OF SOCIAL SCIENCES AND LANGUAGES

List of Attendees

WORKSHOP ON WRITING SKILLS

S.No	Name	Department
1.	Sikander Singh	School of Pharmacy
2.	Harpreet Kaur	S Lal Singh School of Pharmacy
3.	Seema Rai	S Lal Singh School of Pharmacy
4.	Sandeep Kaur	Ayurveda College and Hospital
5.	Mamta	ITP
6.	Ranju Bharti	ITP
7.	Harpreet Kaur	Central Library
8.	Deepak Yadav	School of Pharmacy
9.	Lovepreet Kaur	CAS
10.	Ashish Verma	IDEC/Media
11.	Khuswinder Singh	CAS
12.	Harmanjot Singh	CAS
13.	Arashpreet Singh	CAS
14.	Dr Navninder Kaur	FOSSl

Event Coordinator

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DESH BHAGAT UNERSITY, MANDI GOBINDGARH

FACULTY OF SOCIAL SCIENCES AND LANGUAGES

ETIQUETTES AND ENGLISH CLASSES

Workshop Report: Etiquette & English Class for Non-Teaching Staff

Organized by: Department of English, Faculty of Social Sciences & Languages
Institution: Desh Bhagat University, Mandi Gobindgarh, Punjab
In Collaboration With: Literary Club, Desh Bhagat University

Desh Bhagat University's Department of English, in partnership with the Literary Club, recently conducted a tailored workshop aimed at enhancing both English language proficiency and workplace etiquette for non-teaching faculty on 12th June 2025. The interactive sessions were designed to improve everyday communication as well as professional conduct, aligning with best practices in modern corporate and academic environments.

The English-language component focused on core writing skills essential for professional correspondence. Participants engaged in structured lessons on email writing, formal letter drafting, report composition, and resume development. Emphasis was placed on using appropriate salutations, maintaining a professional tone, ensuring clarity and conciseness, and adhering to grammatical correctness—especially avoiding slang, unprofessional abbreviations, and errors.

The workplace etiquette module delved into verbal, non-verbal, and written behavior. Participants learned to apply professional politeness—using "please" and "thank you," greeting colleagues with "good morning," using office-appropriate language and tone, avoiding profanity, and respecting personal space . Guidance was given on managing mobile etiquette, including silencing phones during work hours and handling calls discreetly .

Non-verbal communication strategies were highlighted: maintaining good posture, making eye contact, active listening without interrupting, and using open body language to show engagement . In meetings and daily interactions, participants were advised to practice punctuality, respect scheduled times, and contribute to a collaborative environment .

Key etiquette covered in written communications included: using proper grammar and punctuation, proofreading before sending, responding to emails within 24 hours—even if only to acknowledge receipt—and checking recipients and attachments carefully Staff were also instructed to avoid sending confidential information through unsecured email channels and minimize use of excessive formatting such as ALL CAPS or multiple fonts.

By integrating English-writing skills with etiquette instruction, the workshop provided a comprehensive toolkit for non-teaching staff. Participants reported increased awareness of professional tone and communication standards, and stronger confidence in drafting emails, letters, reports, and resumes. Additionally, the etiquette training fostered a more respectful and polished office culture, supporting smoother internal and external interactions.

Event Coordinator

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DESH BHAGAT UNERSITY, MANDI GOBINDGARH

FACULTY OF SOCIAL SCIENCES AND LANGUAGES

List of Attendees

Workshop Report: Etiquette & English Class for Non-Teaching Staff

S.No	Name	Department
1.	Sikander Singh	School of Pharmacy
2.	Harpreet Kaur	S Lal Singh School of Pharmacy
3.	Seema Rai	S Lal Singh School of Pharmacy
4.	Sandeep Kaur	Ayurveda College and Hospital
5.	Amandeep Kaur	Ayurveda College and Hospital
6.	Haryashanpreet Singh	Central Library
7.	Harpreet Kaur	Central Library
8.	Deepak Yadav	School of Pharmacy
9.	Manpreet Singh	CAS
10.	Jaswinder Kaur	CAS
11.	Manpreet Kaur	CAS
12.	Amandeep Kaur	CAS
13.	Gagandeep Kaur	CAS
14.	Pritpal Kaur	Department of Student Welfare
15.	Parveen Kaur	Dental Library
16.	Ashish Verma	IDEC/Media

Event Coordinator

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FACULTY OF SOCIAL SCIENCES AND LANGUAGES

List of Attendees