

Refresher Training Course on "Language Skills in English"
Target Group – English Stenographers of District Courts
/17th – 18th February, 2018/

Date	Scheduled Time	Routine	Guest Speaker
17/02/2018	09.30 am to 10.00 am	Registration followed by Group Photography	
	10.00am to 11.30 am	Conduct Rules	Smt. Veena Misra, Addl. Director II, JAJ
	11.30 am to 11.45 am	Tea break	
	11.45 am to 1. 00 pm	Appropriate uses of Punctuation & Preposition	Prof. R.K. Sharma, Ranchi University, Ranchi
	01.00 pm to 2.00 pm	Lunch	
	02.00 pm to 3.15 pm	Improving expression & enriching vocabulary	Do
	03.15 pm to 3.30 pm	Tea Break	
	3.30 pm to 5.00 pm	Official Communication & Letter Writing	Do
18/02/2018	10.00am to 11.30 am	Protection of Data& Cyber Fraud	Cyber Peace Foundation Ranchi
	11.30 am to 11.45 am	Tea break	
	11.45 am to 1. 00 pm	Appraisal Test/Interactive Session	Smt. Veena Misra, Addl. Director II, JAJ
	01.00 pm to 2.00 pm	Lunch & Way Forward	

Abhinav
19.1.18
Director