

Judicial Academy Jharkhand

Refresher Training Programme for Secretaries, Sr. Secretaries, Sr. P.A. & P.A.
(Course No. P- 03)

on

27th – 28th August, 2022

Target group – Secretaries, Sr. Secretaries, Sr. P.A. & P.A. of High Court of Jharkhand

Date	Time	Topics	Resource Person
27/8/2022 Saturday	01.00 pm	Registration followed by Group Photography	
	02.00 pm to 3.30 pm	<ul style="list-style-type: none">• Time and Tense• Subject- Verb Agreement• General Principle of Voice	Dr. (Ms.) Janet Andrew Shah Assistant Professor, Dept. of English, Nirmala College, Ranchi
	03.30 pm to 3.45 pm	Tea Break	
	3.45 pm to 5.00 pm	<ul style="list-style-type: none">• Articles, Prepositions and Conjunction• Usage of Punctuations• Use of Suffix and Prefix• Capitalization in English	Do
28/8/2022 Sunday	10.30 am to 11.45 am	<ul style="list-style-type: none">• Sentence, Sentence Arrangements, Conditional Sentence etc.• Narration (Speech)	Prof. R. K. Sharma Ranchi University
	11.45 am to 12.00 pm	Tea Break	
	12.00 pm to 1.15 pm	<ul style="list-style-type: none">• How to write reports and prepare minutes• Reading Comprehension	Do
	01.15 pm to 2.15 pm	Lunch	
	02.15 pm to 3.30 pm	<ul style="list-style-type: none">• Noting and Drafting• Letter Writing• Methods to enrich Vocabulary	Prof. R. K. Sharma Ranchi University
	03.30 pm to 3.45 pm	Tea Break	
	3.45 pm to 5.00 pm	Paragraph Writing and Precis Writing	Do


Director