

Judicial Academy Jharkhand

Refresher Training Programme for Secretaries, Sr. Secretaries, Sr. P.A. & P.A.
(Course No. P- 02)

on

20th -21st August, 2022

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

Date	Time	Topics	Resource Person
20/8/2022 Saturday	09.30 am to 10.00 am	Registration followed by Group Photography	
	10.00 am to 11.30 am	<ul style="list-style-type: none">• Sentence, Sentence Arrangements, Conditional Sentence etc.• Narration (Speech)	Prof. R. K. Sharma Ranchi University
	11.30 am to 11.45 am	Tea Break	
	11.45 am 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">• 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
21/8/2022 Sunday	10.00 am to 11.45 am	<ul style="list-style-type: none">• Noting and Drafting• Letter Writing• Methods to enrich Vocabulary	Prof. R. K. Sharma Ranchi University
	11.45 am to 12.00 pm	Tea Break	
	12.00 pm to 1.30 pm	Paragraph Writing and Precis Writing	Do
	01.30 pm to 02.30 pm	Lunch & way forward	

Director

16/8/2022