



ReSPA  
Regional School  
of Public Administration



British Embassy  
Podgorica

# PROFESSIONAL SKILLS DEVELOPMENT PROGRAMME

Module 1

24-27 November 2015

OUTLINE PROGRAMME



## **Module 1: Written communication and reporting in English**

- Overview of modern writing style – positive and personal, concise and clear;
- Writing effective e-mails – planning and structure of e-mails and letters;
- Writing formal communications – tone and register;
- Report writing – the key elements of effective writing (target audience, organization, conciseness and clarity – writing in plain English, coherence – paragraphing and linking, connectors);
- Use of register – latin v saxon / abstract v concrete / useful language;
- Practice and feedback.

### **Objectives**

On this course you will learn to write concise and clear prose (emails, letters, reports, proposals and papers) that appeals to and communicates directly with the reader. While writing for a specific group might imply insider knowledge, we believe that reading should be a pleasure, whatever type of text it might be. We also believe that good writing can move people to action. You will develop an awareness of good writing style and have techniques and mechanisms to improve the readability and adequacy of your writing.

### **Content**

You will be introduced to techniques to develop good writing skills, improve your own writing style, and practice using transformative and free writing exercises. From word choice to syntax to sentence and paragraph design, we will examine the building blocks of good writing practice and show you the choices you can make to communicate directly with your reader.

### **The role of the trainer and the learner**

This workshop is based on a “hands on” approach to learning. This means that you will be given various tasks to help you prepare effectively reports at a European level. You will be given various models of other European candidate countries as models to work from.

#### Therefore, the trainer will:

- introduce relevant report language for the EU negotiation process
- provide practical tasks for you to try out language and communication skills for writing reports
- call on your experience and provide additional tips and advice on preparing effective reports in English
- highlight the importance of intercultural competency in working in a cross-cultural environment
- help you to evaluate your own performance with group and individual feedback

#### You, the learner, will need to:

- take the responsibility for learning
- be prepared to work in groups and actively share your opinions
- complete the assignments and learn from the trainer’s feedback
- undertake any classroom activities

We want to maintain a relaxed atmosphere on the course - if you have any problems or special requests please feel free to talk to the trainer.

## Workshop Trainer

**Mira Komlenovic** is an experienced trainer and facilitator with over thirty years of professional experience in the region. An expert in training of trainers, course design, training and facilitation and material development. Key areas of expertise: adult training methodology, intercultural skills and citizenship, communication skills, English language, professional skills (effective presentations, writing and formal correspondence, telephone communication, productive meetings, negotiations, lobbying, project idea development, team dynamics, interpersonal communication and relationship management). A Neurolinguistic Programming (NLP) practitioner with an extensive network of contacts and clients across Europe and in various sectors (government, NGO, education, culture, international organizations, corporate sector).

## PROGRAMME

### Day 1 – Tuesday, 24 November 2015

09:15 – 09:30	Registration
09:30 – 10:30	Overview of Modern Writing Style 1: Positive and Personal
10:30 – 10:45	<i>Coffee break</i>
10:45 – 12:30	Overview of Modern Writing Style 2: Concise and Clear
12:30 – 13:30	<i>Lunch break</i>
13:30 – 15:00	Writing Effective E-mails: Planning and structure of e-mails and letters
15:00 – 15:15	<i>Coffee Break</i>
15:15 – 17:00	Writing Formal Communications – Tone and Register

### Day 2 – Wednesday, 25 November 2015

09:00 – 10:30	Feedback – Language Points from Day 1 Report Writing – The key elements of effective writing: Target Audience, Organization
10:30 – 10:45	<i>Coffee break</i>
10:45 – 12:30	The key elements of effective writing: Conciseness and Clarity – Writing in Plain English 1
12:30 – 13:30	<i>Lunch break</i>
13:30 – 15:00	The key elements of effective writing: Conciseness and Clarity – Writing in Plain English 2
15:00 – 15:15	<i>Coffee Break</i>
15:15 – 17:00	The key elements of effective writing: Conciseness and Clarity – Writing in Plain English 3

## Day 3 – Thursday, 26 November 2015

09:00 – 10:30	Feedback – Language Points from Day 2 Coherence 1: Paragraphing & Linking
10:30 – 10:45	<i>Coffee break</i>
10:45 – 12:30	Coherence 2: Connectors
12:30 – 13:30	<i>Lunch break</i>
13:30 – 15:00	Use of Register – Latin v Saxon Abstract v Concrete Useful Language Useful Websites & Writing Guides
15:00 – 15:15	<i>Coffee Break</i>
15:15 – 17:00	Emphasis and Punctuation Readability & the Gunning Fog Index Editing

## Day 4 – Friday, 27 November 2015

09:00 – 10:30	Feedback – Language Points from Day 3 Report Writing – Free Practice 1
10:30 – 10:45	<i>Coffee break</i>
10:45 – 12:30	Report Writing – Free Practice 2
12:30 – 13:30	<i>Lunch break</i>
13:30 – 15:00	Report Writing: Final Feedback Course Summary
15:00 – 15:15	<i>Coffee Break</i>
15:15 – 17:00	Evaluation and certificates