



Gujarat National Law University

# Gujarat National Law University Silvassa Campus

*offers an*

Advanced Training Programme on

## ***Essential Communication Skills***

by

Dr. Arushi Sharma

From: 4th-8th December 2024

### **About the GNLU:**



Gujarat National Law University (GNLU) is the statutory university established by the Govt. of Gujarat under the Gujarat National Law University Act, 2003 . The University is recognized by the Bar Council of India (BCI) and the University Grants Commission (UGC) (2f & 12B) . The University is also a member of the Association of Indian Universities (AIU) , United Nations Academic Impact (UNAI) , International Association of Law Schools (IALS) , Asian Law Institute (ASLI) and Shastri Indo-Canadian Institute

## About the GNLU:



Gujarat National Law University – Silvassa Campus (GNLU – S) has been established by resolution of the Governing Bodies of Gujarat National Law University which has been empowered under the Gujarat National Law University Act, 2003 as amended by the Gujarat National Law University (Amendment) Act, 2022. GNLU – S is being provided with full support and co-operation by the Government of Union Territory of Dadra and Nagar Haveli and Daman and Diu.

### About the Course:

Communication plays an essential role in all aspects of our professional and private lives. This course offers a holistic journey through the intricacies of effective communication, covering essential skills vital for professional success. From cultivating positive language to mastering the right tone and enhanced speaking skills, the student will gain invaluable insights into crafting emails and letters. It will also acquaint the learners with some professional skills which will prepare them for a job. This course enables learners to engage in conversations and write with confidence in all spheres of their daily life. The Programme will improve the learners' proficiency in the English language. The objective of the programme is to give the learners practice in the skills of listening, speaking, reading, writing, communicative grammar and study skills so that they can function in English language in the social and academic spheres.

### Methodology:

- Interactive lectures and discussions
- Hands-on activities and role-playing
- Group work and collaborative activities
- Individual practice and peer feedback
- Multimedia presentations and case studies



## ***COURSE INSTRUCTOR:***

**Dr Arushi Sharma**, is an Assistant Professor of English at Gujarat National Law University, Silvassa Campus. She has 6 years of teaching experience at University level. She has worked as a trainer for Functional Proficiency and Professional Proficiency courses at University of Mumbai from 2018 to 2023. She has many national and international research publications along with three edited books of poetry. Her areas of specialization are postcolonial literature "and Subaltern Literature.

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## **Course Outline:**

- **Introduction to Essential Communication Skills.**
- **Business Correspondence.**
- **E-mail writing and CV writing.**
- **Presentation and Public Speaking skills.**
- **Introduction to Reading, writing and Listening skills.**
- **Practical Applications and Exercises.**

## **Additional Information:**

<b>Who may attend:</b>	The course is open for college students, academicians and university students.
<b>Timings</b>	10.00 A.M. to 1.00 P.M.
<b>Course duration:</b>	15 hours.
<b>Course fee:</b>	INR 150 (DNHDD Students), INR 700 (other students).
<b>Mode:</b>	Offline

For any query,  
Email at: [asharma@gnlus.ac.in](mailto:asharma@gnlus.ac.in)  
Contact no.: +91 88250 24679

Venue:  
Gujarat Natinal Law University, Silvassa Campus