

# Social Correspondence

Break the barriers that have stopped you in your personal & professional life, and excel like never before. Social correspondence course will help you engage in all sorts of discussions in both social and professional situations. It will provide you the confidence you have long hoped for through interactive simulation based activities that will prepare you for the real world. The completion of this course is to trigger both receptive and productive skills. This course will ensure promising future careers.

## Course Objectives

- ♣ Enable the participants to write effectively in social & business situations
- ♣ Enable the participants to speak effectively in social & business situations
- ♣ Enable the participants to listen effectively in social & business situations
- ♣ Enable the participants to negotiate and socialize effectively in all universal situations

Communicative language teaching method will be used to ensure more participants talk-time during the course. The above-mentioned objectives will be widely worked on during the sessions, which is the main reason why attendance is critical.

## DURATION

February 15-March 03, 2017

Every Wednesday & Friday

6:00 PM to 9:00 PM

PKR 12,000/-

*(includes course material & certificate)*



**Skills Development Program**

*Adding Skills to Experience*

## Course Contents

- ♣ Letters, e-mails and other documents writing
- ♣ Telephone conversations for social & business situations
- ♣ Common and useful expressions for social & working environment.
- ♣ Presentations, debates, interviews and role playing
- ♣ Case studies

## Learning Outcomes

- ♣ Present message clearly, concisely, and persuasively
- ♣ Determine audience attitudes and needs
- ♣ Appear confident and composed
- ♣ Achieve maximum impact
- ♣ Use self-evaluation techniques to improve future presentations
- ♣ Negotiate and socialize with confidence



Skills Development Program

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## Resources:

- ♣ Class room Handouts
- ♣ Audio/Video Clips
- ♣ PowerPoint Presentations
- ♣ Social Media (Facebook, Daily motion, etc.)



## Learner's Support:

- ♣ Individualized Practice & Feedback
- ♣ Error Correction (Verbal + Written)

## Assessment:

- ♣ Weekly Tests
- ♣ Post training assessment

## For Queries & Information

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Registration form & Fee Voucher are available at our website: <http://sdp.iba.edu.pk/>  
Fee is to be deposited in cash / pay order in any branch of FAYSAL BANK Ltd., A/C No. 110-2162113-006.  
No fee will be accepted in cash/cheque at our office.



## For Registrations

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