Program

Written Communications in English, August 2016
Joint Vienna Institute

Instructor: Paul McClure, World Bank Group

Day 1, Monday, August 22

08:30   Opening of the course: Ms. Tamara Tsikhistavi, Program Officer, JVI

09:00   Mr. Martin Schindler, Deputy Director, JVI

Introductions; course overview
09:15   Session 1: Finding the action in verbs, not nouns
10:30   Break
10:45   Session 2: Clear and brief subject
12:00   Lunch
13:15   Group exercise
14:45   Break
15:00   Session 3: Structuring effective sentences
16:30   End of day’s classes
18:00   Welcome Reception - Lobby of the JVI Residence

Day 2, Tuesday, August 23

09:00   Review of day 1; overview of day 2
09:15   Session 4: Coherence—staying on topic
10:30   Break
10:45   Session 5: Cohesion—effective flow across the text
12:00   Group photo
12:20   Lunch
13:15   Group exercise
14:45   Break
15:00   Session 6: Highlighting main messages
16:30   End of day’s classes
Day 3, Wednesday, August 24

09:00    Review of day 2; overview of day 3
09:15    Session 7: Effective editing (concision, editorial style, punctuation)
10:30    Break
10:45    Group exercise
12:00    Lunch
13:15    Session 8: Formatting for the reader
14:45    Break
15:00    Session 9: Memos, reports, PowerPoint
16:30    End of day’s classes
18:00    Reception (6th Floor, JVI Building)

Day 4, Thursday, August 25

09:00    Review of day 3
09:15    Session 10: Presenting your organization (news, announcements, web site)
10:45    Break
11:00    Remaining topics; course wrap-up
12:15    Course ends