

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