

Miloda - Academy of Financial Studies

The Training Arm of the Ministry of Finance



AFS

25 January 2021

Dear Sir/Madam

School of Communication & Language Skills - Programmes -

The School of Communication & Language Skills at Miloda is pleased to inform the we have planned to conduct the following training courses for officers in the Public and Private Sector during February & March 2021 and we hereby call nominations for the same.

Delivery Method: - Online Lectures via Zoom application software

Course	Duration	Time	For Whom	Course Fee	Scheduled Dates (Tentative)
Reading Techniques	Q2 Days	9.00 am - 12.00 pm	Non Staff Grade Officers	2,000/=	15 & 16 February
Introduction to Research Proposal Writing	02 Days	9.00 am - 12.00 pm	Staff Grade & Non Staff Grade Officers	2,000/=	22 & 23 February
Formal Letter Writing Skills	03 Days	9.00 am - 4.00 pm	Non Staff Grade Officers	5,000/=	15, 16 &17 March
Report Writing Skills	03 Days	9.00 am - 4.00 pm	Staff Grade Officers	5,000/=	29, 30 & 31 March

We highly appreciate if you send your nominations for the above courses **on or before 05 February 2021** addressed to the undersigned. For further inquiries, if any please contact Ms. Tharushi on 0763164782.

Thank you

Yours faithfully

Kanchana De Silva

For Senior Assistant Registrar

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Times Building, Bristol Street (Sir Razik Fareed MW), Colombo 01, Sri Lanka. Tel: +94 11 2176300, Fax: +94 112336439, email: info@afs.gov.lk, www.afs.gov.lk

Communication and Language School



Online Workshop

ACADEMY OF FINANCIAL STUDIES

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MILODA

The Training Arm of The Ministry of Finance

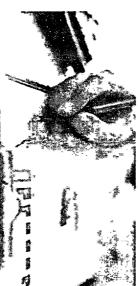
Report Writing Ski

Designed for









Programme Outline

Introduction to formal reports

www.afs.gov.lk

- Types of reports
-) Parts of a report (executive summary, contents, list of figures & abbre-& appendices viations, introduction, body, conclusion & recommendation, references
- Language for report writing
- . Effective presentation of information
- Editing and proofreading

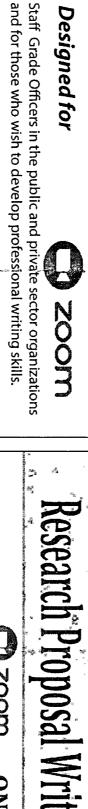
No. 3, Bristol Street, Colombo 01. Miloda - Academy of Financial Studies

Email: info@afs.gov.lk

No. 3, Bristol Street, Colombo 01.

Tel: +94 112 176300 | Fax: +94 112 336439 Ms. Dasuni Nawoda 0761359777 0763164782

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Programme Outline



ONLINE

SEMINAR

- Understanding what comprises a research proposal
- Conceptualising the research
- Writing the problem statement
- Structure of common research proposals
- Common mistakes to avoid
- Questions and answers

www.afs.gov.lk

22 & 23 February 2021

09.00am - 12.00pm (03 hours per day)

Course Fee - Rs.2,000/-

Tel: +94 112 176300 | Fax: +94 112 336439 Email: info@afs.gov.lk No. 3, Bristol Street, Colombo 01. Miloda · Academy of Financial Studies

Ms. Tharushi Ms. Dasuni HOTLINE 0761359777 0763164782