

ENVISION - “Business English Communication Skills” Programme

26 October 2009 – 13 November 2009

About “BECS”

ELST was initiated few years back by ENVISION to impart the basic tools of effective communication skills in English for young Tibetans to communicate better in order to ensure their acceptance in social and professional circle. Moreover English language commanding worldly usage, the need for efficiency in this language has become indispensable. Hence in collaboration with Cambridge, every year available volunteers used to teach for almost a month long.

This year in absence of any available volunteers from Cambridge, Ms Rohini Mehta, a TEFL accredited with interior designing as profession was assigned with this programme, also has rich experience of teaching English wide across the globe. The programme ran for 3 weeks long from 26 October to 13 November excluding Saturdays and Sundays in between at Tibetan youth hostel, Rohini, Delhi.

Objective of the programme

- To communicate confidently in English
- To be exposed to essential requirements to ensure potential employability
- To help the participants to be relatively more expressive

Components of the programme

- CV writing and interview techniques
- Project assignment
- Debate
- Role plays, social etiquettes, sports activity and script reading
- Presentations

Proceedings

The programme commenced with 22 students, contrastingly from 15 students as requested earlier, were scrutinized by the trainer on important aspects of communication like presenting themselves, command over the language, and confidence level too. On observing them, more of communicative activities were carried of in all the session throughout the programme. For instance role plays, enacting social situation, reading aloud, and physical activities like basketball match were implemented.

Effective CV writing and interview techniques were dealt dynamically with mock interviews and presentations. Meanwhile the participants were instructed to prepare for debate on more vibrant topics to be held on the last day of the programme well in advance. The students with each passing day were able to communicate more comfortably in English. This was prominently observed on the last day when the participants, 15 in numbers only, spoke better than when they initially joined the programme.

Over all, the programme concluded smoothly with the continuous support of the hostel administration and the student council president Mr Kunchok la.

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Feedbacks (Refer the graphs attached below)

- Almost half of the participants felt that duration was not sufficient.
“I think the duration of the workshop must be about one month” Tenzin Thaye
- The interactive activities were appreciated the most and suggested more of them in future
- For few the CV writing and interview techniques were more beneficial for the senior students
“This programme should target more on senior students” Tenzin Rangdol
- Basic grammar introduction and exercises were felt to be included in structured manner
“I thought there would be grammar lessons during the programme” Tenzin Dronsel
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Challenges

- The time discipline is one of the main factor
- Lack of adequate commitment (numbers of students dropped down to 15 from 22 at the end of the programme)
- To impose restrictions was very difficult

Suggestions and measures

- A dedicated facilitator of the office must be present to monitor every session
- A nominal refundable amount can be charged with clear conditions to ensure commitment of the participants. Roughly Rs300 to Rs500
- Some relevant rules imposition can help the programme to be more effective

Conclusions

Business English Communication Skills concluded with lots of enthusiasm and inputs. The students felt the programme very useful and desired to have more of this kind in near future. Many expressed about their drawbacks which the programme helped them to overcome them. With so many activities the participants felt the programme very lively. Beside this the innovative structure of the programme and its execution helped to maintain the student’s interest. Hence inspite of some shortcomings the programme ended successfully.