



**S.G.V. & S.S.P.'s**  
**Arts, Commerce and Science College,**  
**Onde, Tal. Vikramgad, Dist. Palghar.**  
*(Affiliated to the University of Mumbai)*  
**Department of English**



**Academic Year 2021-22**

**Date: 15/01/2022**

**Report of the event**

**One Day Workshop on “How to Write Letters Correctly and Effectively”**

The department of English organized a One Day Workshop on “How to Write Letters correctly and effectively” on 15<sup>th</sup> January, 2022 at 11am online on zoom platform. This workshop was intended to provide students theoretical and practical knowledge of letter writing. The said workshop was conducted in four sessions that is inaugural function, Session-I, Session- II and Valedictory function. At the outset of the programme, Mr. Bhimrao S. Bansode, the head of the department of English, delivered an introductory speech. The Principal of the college, Dr. Vinod Sonvane inaugurated the programme. He said that this kind of activity was important for exerting practical knowledge. The Vice-Principal, Dr. Chetna Patil was present as the Guest of Honour on this occasion. She appreciated the initiative taken by the department and gave best wishes. Mr. Bhimrao S. Bansode talked on the letters written by students based on their previous knowledge in the session-I. And he explained to the students how to write letters effectively in the session –II. In the valedictory function, some of the students gave feedback.

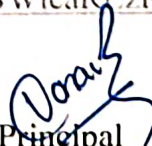
Miss. Nehal Patil from S.Y.B.A. hosted the programme and Miss. Shivani Singh and Mrs. Laxmi Thakur from F.Y.B.Com. introduced the guests. 45 students were present for the workshop. The programme came to an end with a vote of thanks proposed by Miss. Sakshi Patil from F.Y.B.A.

<https://us04web.zoom.us/j/72403359689?pwd=7taVDnbVN46VH4sHBWicaREzRrgKll.1>

  
Mr. Bhimrao S. Bansode

Dept. of English

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Principal

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