



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 - February & March 2021

The School of Communication & Language Skills at Miloda is pleased to inform you that 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	02 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

Tharushi
circulate they need
20/1/21

Communication and Language School



MILODA
ACADEMY OF
FINANCIAL STUDIES
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Online Workshop

Report Writing Skills

Designed for



Staff Grade Officers in the public and private sector organizations and for those who wish to develop professional writing skills.

Duration
03 days

Course Fee
Rs.5,000



Programme Outline

www.afs.gov.lk

- Introduction to formal reports
- Types of reports
- Parts of a report (executive summary, contents, list of figures & abbreviations, introduction, body, conclusion & recommendation, references & appendices
- Language for report writing
- Effective presentation of information
- Editing and proofreading

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

HOTLINE
Ms. Tharushi Dilhara 0763164782
Ms. Dasuni Nawoda 0761359777



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Introduction to

Research Proposal Writing



Programme Outline

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

22 & 23 February 2021

www.afs.gov.lk

09.00am - 12.00pm
(03 hours per day)

Course Fee - Rs.2,000/-

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