Suppose you are the Head of the Department of Civil Engineering in ABC University. A workshop on public speaking and presentation will be held on January 25, 2021 at 2.00 PM in the auditorium of ABC University. Mr. Kevin Smith, a professor of XYZ University in China as well as a renowned public speaker, has agreed to conduct the workshop as the resource person. In the workshop, he will discuss about the problems faced by speakers while public speaking and what strategies should be followed to overcome the problems and improve public speaking and presentation skill . Write a memorandum to all the faculty members so that they inform the students and encourage them to participate in the workshop.

Answer:

TO : All the faculty

FROM : Head of the Department of Civil

DATE : December 09, 2019

SUBJECT : Workshop on public speaking and presentation

A workshop on public speaking and presentation will be help on January 25, 2021 at 2:00 pm in the auditorium of ABC University. Mr. Kevin Smith, a professor of XYZ University in China will be with us. He is also a renowned public speaker. He will discuss about the problems faced by speakers while public speaking and gives some solutions that how to overcome the problems and improve public speaking and presentation skill. So inform the all students and encourage them to attend in this workshop. It will be really greatful for their future life.