

Centre for Future-ready Graduates



Centre for English Language
Communication

CFG@Law in partnership with CELC have organized 2 critical communication skills workshops specifically for law students during the coming recess week. At these workshops, you will learn how to present yourself more confidently and professionally. We encourage you to sign up early as there are limited slots available.

Workshop: Professional Connection: Making it work

Brief Synopsis:

The ability to communicate well is a hallmark of good lawyers. In an increasingly dynamic workplace, the ability to communicate effectively with clients, staff, partners and vendors is key to a successful and rewarding career. In this 3-hour workshop, participants will gain an awareness of the demands of the 21st century workplace and learn strategies to enhance the professionalism in their communication. Through case study scenarios, role plays, and workplace simulations, participants will

- Appreciate the differences between social and workplace behaviour,
- Develop empathic interpersonal skills to better manage professional relationships, and
- Observe appropriate etiquette in meetings and written professional correspondence.

The workshop facilitator, Ms Sylvia Sim has taught and developed professional communication courses at the tertiary level as an adjunct at NUS, SMU, NIE and NTU for the past fifteen years. Now based in NUS, she has special interest in empowering students with effective professional communication skills to navigate an increasingly dynamic and challenging workplace in the 21st century.

Workshop Details

Date:	26 September 2017, Tuesday
Time:	1000H to 1300H (Please do not be late) Lunch will be provided.
Venue:	Blk B, 3 th Level, Classroom 3-4 National University of Singapore, Faculty of Law
Registration:	http://tinyurl.com/y7xm7rgx

Workshop: Bring a toothbrush! Articulation, Breathing and Crisp Diction for Lawyers

Brief Synopsis: “Will you speak up, Mr Hart!” said Professor Kingsfield to Mr Hart who as a Harvard Law School student mumbled. You too will have to speak up as a lawyer, whether in a court of law so that your client is well represented or on behalf of your clients in a closed hearing.

“Failure to speak clearly is not a minor inconvenience; it has serious implications for your personal image and professional success. When listeners struggle to understand you, they eventually ignore you. Addressing the underlying causes enables you to communicate fluently and distinctly. Enhancing clarity not only strengthens your communication skills, it improves your image and makes others more responsive to your message.” -- Voice & Speech

In this 3-hour workshop, we will address some of the underlying causes that affect clarity in speaking. By the end of the workshop, you will learn to speak up more clearly and effectively by:

- Articulating your words more precisely
- Breathing so that your voice has resonance and power
- Enunciating with accuracy
- Increasing or decreasing your volume with impact
- Pausing effectively
- Stressing the right words
- Staying proudly Singaporean or at any rate yourself because accent does not matter

We will give a bit of theory to help you understand the practice, and you will do lots of practice. Wear comfortable and loose clothing. Bring a toothbrush and a small hand held mirror – yes, seriously. Be in a good head space: we will have fun and we may do silly things but by the end of the workshop, you will understand how your voice can work to project your image professionally and powerfully.

The facilitators Ms GL Lee and Ms Norhayati Ismail have had over 50 years of experience teaching public speaking and presentation skills between them. In addition, Ms GL Lee has had training in drama and elocution from the London Academy of Music and the Dramatic Arts.

Workshop Details

Date:	28 September 2017, Thursday
Time:	1000H to 1300H (Please do not be late) Lunch will be provided.
Venue:	Blk B, 3 th Level, Classroom 3-4 National University of Singapore, Faculty of Law
Registration:	http://tinyurl.com/y7xm7rgx

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