



**ARROWVILLE CONSULTING  
AND  
LAGOS STATE UNIVERSITY (LASU) CONSULTS**

**PRESENT**

**WRITING AND SPEAKING SKILLS  
FOR MIDDLE-LEVEL MANAGEMENT STAFF**

**A 2-DAY ONLINE SYNCHRONOUS TRAINING PROGRAMME**

**JUNE 24 – JUNE 25, 2021**



## **ABOUT ARROWVILLE CONSULTING**

Arrowville Energy Limited was incorporated to provide high quality technical procurement and environmental and training consultancy services to major companies in the oil and gas sector. Although it is a recently-established company, its Board of directors and consultants consist of individuals with a wealth of experience and expertise in their various fields. ARROWVILLE CONSULTING is a division of ARROWVILLE ENERGY LIMITED. It was created to offer short programmes in management to banks, insurance companies, the manufacturing sector and all other sectors of the economy. The Writing and Speaking Skills Workshop for Middle-Level Management Staff is being run under the division, Arrowville Consulting.

## **ABOUT LASU CONSULTS**

LASU Consult is a limited liability company which offers, among other things, human capital development and certificate programmes. It draws on the expertise and experience of Lagos State University teaching staff to provide high quality manpower development programmes to a wide range of organizations and institutions.

## **OBJECTIVE**

It may be said that business can be lost and won through poor and excellent communication skills. The internal efficiency of companies and the image such companies project to society and potential customers are largely dependent on the communication skills of their staff. The objective of the workshop is to enable middle-level staff of organizations in Nigeria to perfect their communication skills. The programme may be considered the most effective writing and speaking skills workshop in Nigeria by virtue of the exceptionally high calibre of its resource



persons and their total commitment to the improvement of the communication skills of participants, manifested by the time they devote to correcting pre-workshop assignments to ascertain participants' linguistic difficulties, which are addressed in the course of the programme, and by their assessment of post-workshop performance, which will reveal the benefits of the programme to participants.

## **COURSE CONTENT**

Module 1 Assessment Test

Module 2 Essential Details of Communication

- i. Understanding Communication
- ii. Tone in Communication
- iii. Audience, Subject, Style, Purpose and Delivery
- iv. Verbal and Non-Verbal Elements: Body Language, Gaze, Gesticulation, Etc.

Module 3 Functional Elements of English

- i. Subject-Verb Agreement
- ii. Time, Tense and Aspectual Relations

Module 4 Curious English

- i. Confusable Items
- ii. Business Jargon
- iii. The Internet and Business English
- iii. Regularity and irregularity: Nouns, Verbs, Adjectives and their Usage



Module 5 The Grammar of Business Reporting

Module 6 Speaking Skills 1:

- i. Pronunciation Skills for Business
- ii. 150 Commonly Mispronounced English Words

Module 7 Speaking Skills 2:

- i. Overcoming the Fear of Public Speaking

Module 8 Fixing it

- i. Slovenly English in Notices, Bulletins, and Memos
- ii. Achieving Clarity in Business Communication

Module 9 Punctuation and Writer's Meaning

Module 10 Organizing Successful Meetings

Module 11 Strategies for Effective Minutes

Module 12 Post-Workshop Assessment Test

## RESOURCE PERSONS

**Abiola SOWOLE** is the executive chairman of Arrowville Energy Limited and of its general training division, Arrowville Consulting. She was educated at Cromwell House School, Hove, Sussex, England, Channing School, Highgate, London, University of Sussex, England, University of Paris and Imperial College London.



She holds a B.A.(Hons.) from the University of Sussex, U.K., a M.A. (Distinction) and a M.Phil from the University of Paris and a Diploma in Petroleum Engineering and a M.Phil from the University of Paris and a Diploma in Petroleum Engineering from Imperial College London. She was a lecturer at the University of Ife, now Obafemi Awolowo University (O.A.U) and the director of an Institute, which, among other programmes, ran courses in Effective Communication for bankers, major petroleum companies, government ministries and individual businessmen, notably First Bank, U.B.A., Wema Bank, Elf, Mobil Oil and the Ministry of Education. Several of her articles have been published in Nigerian and International journals on Literature.

**Adeleke Adelekan FAKOYA** is professor of English and former Dean of the Faculty of Arts, Lagos State University. He obtained his B.A. (Hons.) and his M.A. from the University of Lagos and his PhD from the University of Ibadan. His research interests include Business and Official Communication and Conversational Analysis. He has written over 30 articles and chapters of books published in Nigeria and overseas. He has also written and co-authored 8 books, one of which is English for Effective Communication. 8 articles and other academic initiatives have been published online, including an encyclopaedia and a collaborative journal of African Studies, which he coordinated at the University of Cambridge. He is a consultant to several educational institutions and public sector organizations, for which he has written commissioned instructional books. He is member of the Linguistic Association of Nigeria, member of the Nigerian English Studies Association and member, West African Linguistic Conference.

**Oko OKORO** is professor of English, University of Lagos. He hold a B.A., a MPhil and a PhD from the University of Lagos. His areas of specialization are in English Grammar, Applied Linguistics, Nigerian English (Syntax, Phonology & Semantics), Error Analysis, Business Communication Skills and Editing. He has over 30 years'



university teaching and research experience. He has taught at workshops at numerous financial institutions, accounting firms and companies in Nigeria. He has also taught in courses organized in Cote d'Ivoire, The Gambia, Ghana, Liberia, Rwanda and Sierra Leone. He has many articles, book chapters and books published in Nigeria and overseas to his credit.



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FEES: N50,000 (Fifty Thousand Naira) + 7.5% VAT

The fees include tuition, course material and certificates of Lagos State University which will be sent by courier.

METHODS OF PAYMENT

**BANK TRANSFER :**

Account Name : ARROWVILLE ENERGY LIMITED

Account No: 0013865031

Bank Name: GUARANTY TRUST BANK PLC

**CHEQUES:**

Cheques should be made payable to ARROWVILLE ENERGY LIMITED and paid into the account of ARROWVILLE ENERGY LIMITED (Details above).

TERMS AND CONDITIONS OF BOOKING AND PAYMENT OF FEES

PAYMENT AND BOOKING SHOULD BE RECEIVED **ON OR BEFORE JUNE 4, 2021**. FULL PAYMENT MUST BE RECEIVED FOR PARTICIPATION TO BE GUARANTEED. SHOULD A PARTICIPANT BE UNABLE TO PARTICIPATE, A SUBSTITUTE PARTICIPANT IS WELCOME. CANCELLATIONS MUST BE RECEIVED IN WRITING NOT LESS THAN FOURTEEN (14) DAYS PRIOR TO THE EVENT. **THERE IS A 5% DISCOUNT FOR COMPANIES WHICH REGISTER AND PAY FEES FOR A MINIMUM OF 2 PARTICIPANTS BY 21 MAY, 2021. THERE IS A 10% REDUCTION IN FEES FOR COMPANIES WHICH REGISTER AND PAY FEES FOR A MINIMUM OF 5 PARTICIPANTS BY 21 MAY, 2021**