Workshop on International Journal Writing, 30th September, 2012

L&G,

As the workshop is about to start, we would like to kindly request those who are still outside to be seated. TQ.

The honourable ____________________________
The Head of ____________________________
The invited ____________, L & G,

Good afternoon and Assalamu’alaikum Wr Wb.,
It’s a great pleasure to welcome you all to __________________________________________, held today, ________________________________________________ by ___________________________________________________.
A warm welcome goes to __________________________________ from __________________________________ who ___________________________________________________. A special welcome also goes to ____________________________________________________________in this [workshop].

L&G,

[ COMMENT ON THE PROGRAM]

______________________________________________________________________________________

L&G,

Quick words about today’s workshop. We shall begin with ___________________________________________.
Coming after the speech is ________________, at the end of which is _________________________________.
This program will conclude with ______________________________________________________ .

L&G,

Please be silent and bow our heads for a moment to have a prayer. Let’s say our prayer, shall we? Thank you.

L&G,

To start with our program, I’d like to invite ________________________ for the opening speech at the end of which we would also like to kindly request him to officially declare this ____________ open straight afterwards. _______________________________________________________________________, the floor is yours.

L&G,

We are now proceeding to the main item of today’s program; ______________________ by ________________,[name]. [Chairing this session is ____________________________]. Without any further due, ________________________, would you please take the floor?

L&G,

What [V+ing + N/ comment on the session]. Let’s express our gratitude to ______________ for _______________.
Great thanks is also addressed to ______________ for her kind contribution to the success of the session.
To show our appreciation, we’d like to invite ________________ to give a token of appreciation to the speaker.

[when a coffee break or lunch closes the program]

L&G,

This is the end of the today’s __________. Right after this is the item we’ve been waiting for, coffee break. Refreshment has been served just (outside). Before proceeding to the room outside, we would like again express our gratitude to ______________ for _______________ in today’s [workshop] and to all invited participants for participating. Now we would like to invite you to proceed to the room outside for a coffee break. Thank you, have an enjoyable coffee break and Wassalamu’alaikum Wr.Wb.