

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.