



MERIDIAN PRIMARY SCHOOL
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Our Ref: MPS/SM/2024/037
7 October 2024

Through Principal

Public Speaking Enrichment Workshop

Dear Parents/Guardians of _____, Primary (_____)

We are pleased to inform you that your child/ward has been selected to attend a Public Speaking Enrichment workshop in school. The workshop will consist of 4 sessions (2 hours per session), and will be a valuable opportunity for your child/ward to enhance his/her communication skills and confidence.

The schedule of the workshop is as follows:

Session	Date	Time	Venue
1	14 Oct (Mon)	2 pm – 4 pm	Meridian Primary School 4CA Classroom (F3-01)
2	15 Oct (Tues)	2 pm – 4 pm	
3	16 Oct (Wed)	1 pm – 3 pm	
4	25 Oct (Friday)	2 pm – 4 pm	

We believe that this workshop will be a valuable learning experience for your child and will contribute to his/her personal and academic growth. The sessions will be conducted by an experienced public speaking coach who will provide guidance and support throughout the workshop.

We seek your cooperation in ensuring that your child attends all 4 sessions of the workshop to fully benefit from this learning opportunity.

Please fill in the reply slip and return it to Mdm Juliana by 9 October 2024, Wednesday.

Should you have any query, please contact Mdm Juliana at 65832125 ext 121.

Thank you.

Yours sincerely,

Ms Charlotte Neo
HOD/English Language

For