
KOMMUNIKASIELAB | COMMUNICATION LAB

Communication par excellence

A Certificate of Competence short course

What are the course objectives?

Never underestimate the impact of correspondence in your professional capacity. This course helps participants to become effective communicators with a focus on written communication. By producing high-quality written communication, you are actively portraying a professional image of your business.

Who should attend?

This entry-level course is aimed at people who do not speak English as a first language, but who function in a work environment where English is used. If your job requires you to do some writing every day and if language was not the main focus in your studies, then this course is for you too. With us, you will improve your ability to communicate clearly and confidently. To ensure optimal learning, we limit the number of participants.

Any prerequisites?

Participants will complete an online initial needs assessment to ensure that we focus on specific needs.

How is this course presented?

We present this course over two weeks with two consecutive face-to-face full-day sessions, complemented by online learning. All aspects of the course will be assessed, and course material will be provided.

In this course we will look at:

- Generative and précis writing tools
- Active listening
- Effective e-communication
- Principles of professional writing
- Previous writing: What worked?
- The writing process
- Common pitfalls
- A tool for checking clarity

What are the course outcomes?

- You will gain the skills and confidence to communicate purposefully and effectively
- You will be guided to write a range of clear, concise and professional texts
- Together we will explore language use, tone and formality, sentence construction, clarity of purpose, audience needs, the writing process and barriers to writing

A Certificate of Competence will be awarded following the successful completion of this course.

Who are the presenters?

Our presenters are experts in their field and have experience in professional communication.

When and where will this course take place?

Face-to-face sessions will take place in the Seminar Room of the Language Centre, Kleine Bosch, 44 Banhoek Road, Stellenbosch, on the following dates:

- 28 and 29 May
- 17 and 18 July

What is the cost?

The course fee is R4 900 per person, which includes course material, lunch and teatime refreshments.

Further questions?

Contact Michelle Pieters at michellep@sun.ac.za or 021 808 2812 for more details, or click here to enrol straight away: <https://bit.ly/2HQ8VCr>

You could also discuss your specific short course and development needs with Michelle, enquire about our available short courses and course dates, or enquire about our tailor-made courses for corporate clients. We could even bring our course to your workplace.