

# SU Language Centre

*How can we help you?*

## COMMS LAB COURSES

We offer superbly crafted corporate communication short courses that lead to a Certificate of Competence when completed successfully.

Discuss your specific short course and development needs with us or enquire about our tailor-made courses for corporate clients.

## Communication par excellence

Want to ensure that you communicate effectively everywhere? Learn how to produce high-quality written communication to actively portray a professional image of your business.

## Cutting-edge business report writing

Responsible for compiling business reports? Learn how to select and focus on essential information and write state-of-the-art business reports.



## Effective office communication and documentation

Need tips for writing concise and informative e-mails and compiling agendas? With us you will also learn to listen carefully and with insight during meetings, draft minutes and conduct engaging telephone conversations rooted in solid communication strategies.

## PR like a PRO: Writing for the media

Do you write media releases for newspapers and radio, promotional material, e-mails and in-house publications? Let's up your game – we focus on structure and style, acceptable language, ethics and results.

## Communicative English made easy

Getting tongue-tied in English? Acquire communication tools and techniques to help you to convey your intended message confidently, accurately and eloquently in English – at work and socially.

## Form design for business

Not getting the best results with your forms? This course is practical and interactive with actual forms being analysed, tested and improved.



## Crafting confident presentations

Ever wished you could face an audience and convey your message with confidence? Win them over with us.

## Communicate as a professional

Is your communication with others really flawless? Ever heard of the four-sides model of communication? Turn to classical rhetoric with Prof Carel Jansen to gain new insights and learn techniques for communicating even better.

## CONTACT US!

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<https://shortcourses.sun.ac.za/courses/c-12.html>



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