
KOMMUNIKASIELAB | COMMUNICATION LAB

Communication par excellence

A certificate of competence short course

Want to ensure that your business writing adds to the professional image of you company? Let's take your communication skills up a notch.

What is the focus of this course?

By producing high-quality written communication you automatically contribute to the professional image of your business. This online course will assist you to improve your ability to communicate clearly and confidently.

- You will gain the skills and confidence to communicate purposefully and effectively in English.
- 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 and the writing process.

Who is the presenter?

Antoinette van den Hoven is an experienced teacher of more than 27 years. She is a part-time lecturer and assists in research. Antoinette's gentle and calm approach to learning makes her a perfect fit for the individual who requires a patient approach to gaining new skills.



Who should attend and what are the career benefits?

If your job requires you to do some writing every day and if language has not been the main focus in your studies, then this course is for you. This short course is aimed at people who do not speak English as a first language, but who function in a working environment where English is used.

To ensure optimal learning, we limit the number of participants. The online live sessions are complemented by online learning, and all aspects of the course are assessed.

Any prerequisites?

You will need a computer that can run our online learning platforms (MS Teams and SUNOnline) and you need access to a stable internet connection to connect to the online live sessions. You should also be able to create electronic documents.

When and how will this short course take place?

Our hybrid courses combine online live sessions, which are facilitated by the course presenter, with self-directed online learning.

This course opens before the first online live session and closes well after the last online live session. This allows enough time for you to activate your SUNOnline presence before the live sessions start, and to complete and upload all your tasks, quizzes and assignments before the course closing date.

	Course duration (opening and closing dates)	Online live sessions (9:00 to 10:30)	Enrol by
Course 1:	4 June to 23 July	22, 24, 29 June and 1 July	1 June
Course 2:	29 October to 10 December	4, 11, 18 and 25 November	26 October

During this course, you will spend your time as follows (this may vary for individuals):

- 2 online live sessions per week of 1,5 hours each
- ±7 hours per week of self-paced reading and completing tasks, quizzes, activities and assignments

What is the cost?

The course fee is R3 960, which includes course material, assessments, online live sessions with your presenter and access to the online platforms.

Please note that all course fees are due before the course starts, and that we will present this course only when a minimum of ten paid candidates have confirmed attendance.

To enrol, please **click** on this link: http://bit.ly/2021_COMM_Infopage

Further questions?

Contact Michelle Pieters at michellep@sun.ac.za or 021 808 2812 for more details.

You could also discuss your specific short-course and development needs with us. Enquire about our available short courses, course dates and options for tailor-making a course.