



Communication Lab | ILebhu yoNxibelelwano | Kommunikasielab

Communication par excellence

A certificate of competence short course

Would you like to ensure that your business writing and verbal communication skills add to the professional image of your company? Let's take your communication skills up a notch.

What is the focus of this course?

This practical and interactive online course focuses on the finer skills required for effective and confident written and spoken communication in English. By producing high-quality written communication, you automatically contribute to the professional image of your business.

Similarly, if you can overcome your self-consciousness and easily express yourself in English, even if it's your second or third language, you could feel more heard and content in the workplace. This course aims to assist you in improving your ability to communicate clearly and confidently. In this course, you will:

- have the opportunity to write a range of clear, concise, and professional texts
- explore language use, tone, sentence construction, clarity of purpose, audience needs, and the writing process
- gain the skills and confidence to communicate purposefully and effectively in both spoken and written English

Who should attend and what are the career benefits?

This short course is aimed at people who do not speak English as a first language, but who function in a predominantly English working environment. 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.

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

Any prerequisites?

You will need a computer and reliable web browser to run our online learning platforms (MS Teams and SUNOnline) and you need access to a stable internet connection to connect to the live online sessions. You should be familiar with creating electronic documents.

When and how will this course take place?

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

This course opens before the first live online session and closes well after the last live online session. This allows enough time for you to activate your SUNOnline presence before the live sessions start.

	Live online sessions (10:00 to 12:00)	Course duration (opening and closing dates)	Apply by
Course 1:	9, 16, 23 and 30 April, and 7 May	19 March to 21 May	19 March
Course 2:	6, 13, 20 and 27 August, and 3 September	16 July to 17 September	16 July

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

- one live online session per week of two hours each
- ± six hours per week of self-paced reading and completing tasks, quizzes, activities, and assignments

Who are the presenters?

Charmaine Eslick is a seasoned teacher and lecturer with more than 40 years of experience. She is patient and accommodating - qualities that contribute to creating a safe space for people to master new skills. Her engaging sense of humour makes her fun to be around, and her experience in integral coaching equips her to create a positive and supportive learning environment.



Cornelia Grobler is passionate about language and language learning and has experience in both academic and business environments. She is an exceptional presenter with a calm and methodical approach to learning. She is knowledgeable about online learning and teaching.



What is the cost?

The course fee is R5 480, which includes course material, assessments, live online sessions with your presenter, and access to the online platforms. Please note that all course fees are payable before the course starts and that we will present this course only if a minimum of ten paid candidates have confirmed attendance.

Click on [this link](#) if you are interested in doing this course and fill in the form. **We will send you a link to apply for the short course.**

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.