
KOMMUNIKASIELAB | COMMUNICATION LAB

Cutting-edge business report writing

A certificate of competence short course

Responsible for compiling business reports? Learn how to select and focus on essential information and write top-quality, engaging reports.

What is the focus of this course?

This online course will equip you with techniques to write state-of-the-art business reports. You will identify the main purpose of a report and follow a step-by-step approach to plan your content and shape it into a strategic tool. The course will help you to:

- understand different types of reports and decide which type suits your purpose best
- plan your report and the report-writing process
- select and structure information
- use formatting, self-revision and editing to enhance your report

Who is the presenter?

Barbara Hathorn is an experienced language practitioner with a background in journalism, teaching, linguistics, editing and writing. She is a full member of the Professional Editors' Guild (PEG) in South Africa. Barbara's gentle approach is ideal for guiding an audience to cultivate proper business writing practices.



Who should attend and what are the career benefits?

If you are responsible for reporting on business-related activities or compiling and presenting business reports, then this course is for you! This is not an entry-level course and report writing experience is required.

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 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 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 (10:00 to 12:00)	Enrol by
Course 1:	1 April to 18 June	22 and 29 April, 6, 13, 20 and 27 May	1 April
Course 2:	20 August to 5 November	9, 16, 23 and 30 September, 7 and 14 October	20 August

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

- 1 live session per week of two hours each
- ±6 hours per week of self-paced reading and completing tasks, quizzes, activities and assignments

What is the cost?

The course fee is R5 680, 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_REPO_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.