
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 learn techniques for shaping it into a strategic tool. The course will help you to:

- understand what content should be included in business reports
- focus on nitty-gritty language skills needed for effective business writing
- learn how to engage your audience
- select and structure information
- use formatting, self-revision and editing to enhance your report

Who are the presenters?

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.



Charmaine Eslick is a seasoned teacher and lecturer with more than 40 years' 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.



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 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 hybrid courses combine live online sessions, which are 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.

	Course duration (opening and closing dates)	Live online sessions (10:00 to 12:00)	Enrol by
Course 1:	31 March to 26 May	7, 14, 21 and 28 April, 5 and 12 May	28 March
Course 2:	15 September to 10 November	22 and 29 September, 6, 13, 20 and 27 October	12 September

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

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

What is the cost?

The course fee is R6 248, 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 https://bit.ly/2022_REPO_Infopage_forms if you are interested in doing this course, and fill in the form. We will then send you a link to enrol 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.