

## Communication par excellence

A certificate of competence short course

**Want to ensure that your business writing adds to the professional image of your 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 to communicate purposefully and effectively in English.
- You will have the opportunity to write a range of clear, concise, and professional texts.
- Together we will explore language use, tone, sentence construction, clarity of purpose, audience needs and the writing process.

### Who is the presenter?

**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 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. 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.

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 short 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.

	Live online sessions (10:00 to 12:00)	Course duration (opening and closing dates)	Enrol by
Course 1:	2, 9, 16 and 23 May	24 April to 2 June	18 April
Course 2:	26 September, 3, 10 and 17 October	20 September to 31 October	21 September

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
- eight hours per week of self-paced reading and completing tasks, quizzes, activities, and assignments

## What is the cost?

The course fee is R5 346, 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](mailto: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.