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**Communication Lab | ILebhu yoNxibelelwano | Kommunikasielab**

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## **Communicative English made easy**

A certificate of competence short course

Ever wished you could speak English better? We will help you learn and practise the finer skills that are needed to speak and write English with confidence.

### **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, especially, spoken English communication. If you are nervous and self-aware when speaking English in front of others, then this course is for you!

It will assist you to:

- gain the skills and confidence to communicate purposefully and effectively both in spoken and written English
- acquire tools and techniques to help you convey your intended message confidently, accurately, and eloquently - not only at work but also in a broader social context

### **Who should attend and what are the career benefits?**

This entry-level 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. If you feel you would like to communicate clearly and more confidently in your working and social environments, 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.

### **Where 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.

	<b>Live online sessions</b> (10:00 to 12:00)	<b>Course duration</b> (opening and closing dates)	<b>Apply by</b>
Course 1:	Please get in touch with the course coordinator for more information.		

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

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

### Who is the presenter?

**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 450, 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.