



**SU Language Centre**  
**IZiko leeLwimi lase-SU**  
**US Taalsentrum**  
STELLENBOSCH UNIVERSITY



## 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 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 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 recommended.

**Interested? Click on [this link](#)** and complete the online form. We will send you further instructions after receiving your form.

Communication Lab | ILebhu yoNxibelelwano | Kommunikasielab



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## What are the 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.

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.

## 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<br>(10:00 to 12:00)    | System opening and closing<br>dates | Applications close |
|------------|---|-------------------------------------|--------------------|
| Offering 1 | 1, 8, 15, 22 and 29 September,<br>6 October | 25 August to 20 October             | 11 August          |

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 is the presenter?

**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.



## The course fee is R6 800 per participant.

- All fees are payable before the short course starts.
- The fee includes course material, assessments, live online sessions with your presenter, and access to the online platforms.
- We will present a course only if the required minimum candidates have paid and confirmed attendance.
- Short course participants do not receive access to University facilities such as computer labs or the library.

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