

SU Language Centre

How can we help you?

COMMS LAB COURSES

We offer superbly crafted corporate communication short courses that lead to a Certificate of Competence when completed successfully.

Discuss your specific short course and development needs with us or enquire about our tailor-made courses for corporate clients.

Communication par excellence

Want to ensure that you communicate effectively everywhere? Learn how to produce high-quality written communication to actively portray a professional image of your business.

Cutting-edge business report writing

Responsible for compiling business reports? Learn how to select and focus on essential information and write state-of-the-art business reports.



Effective office communication and documentation

Need tips for writing concise and informative e-mails and compiling agendas? With us you will also learn to listen carefully and with insight during meetings, draft minutes and conduct engaging telephone conversations rooted in solid communication strategies.

PR like a PRO: Writing for the media

Do you write media releases for newspapers and radio, promotional material, e-mails and in-house publications? Let's up your game – we focus on structure and style, acceptable language, ethics and results.

Communicative English made easy

Getting tongue-tied in English? Acquire communication tools and techniques to help you to convey your intended message confidently, accurately and eloquently in English – at work and socially.

Form design for business

Not getting the best results with your forms? This course is practical and interactive with actual forms being analysed, tested and improved.



Crafting confident presentations

Ever wished you could face an audience and convey your message with confidence? Win them over with us.

Communicate as a professional

Is your communication with others really flawless? Ever heard of the four-sides model of communication? Turn to classical rhetoric with Prof Carel Jansen to gain new insights and learn techniques for communicating even better.

CONTACT US!

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<https://shortcourses.sun.ac.za/courses/c-12.html>



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