



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

# COMMS LAB SHORT COURSES

presented by  
**the Language Centre**

Are you working in a business, administrative or corporate environment? We offer various competencies to help you develop business communication skills for effective and confident communication. Our superbly crafted corporate communication short courses lead to either certificates of competence or attendance when completed successfully.

Visit <https://languagecentre.sun.ac.za/commslab/> for more information, or speak to Michelle Pieters: michellep@sun.ac.za | 021 808 2812 | 072 207 0366

### A crash course on English grammar

Would you like to get on top of grammar rules and conventions? Join us to become a better communicator and have some fun in the process.

### Communicate as a professional

Have you heard of the four-sides model of communication? Join Prof Carel Jansen and learn the skills to incorporate this artful technique.

### Communicative English made easy

Feeling at a loss in English? We'll help you learn and practise the finer skills that are needed to speak and write English with confidence.



### Communication par excellence

Want to ensure that your business writing adds to the professional image of your company? Let's take your communication skills up a notch.

### Crafting confident presentations

Ever wished for the skills to tackle presentations with ease and elegance? Learn to convey your message and confidently face your audience.

### Cutting-edge business report writing

Responsible for compiling business reports? Learn how to select essential information and write top-quality, engaging reports.

### Effective communication in the digital world

Is digital marketing a bit daunting? Get a top-level introduction to the sales funnel and various digital marketing channels.



### Effective office communication and documentation

Do you draft minutes and e-mails, manage the telephone, and help solve challenges at work? Brush up these skills with us.

### Form design for business

Not getting the best results from your forms? Join this practical course where we analyse, test and improve actual forms to hone your skills.

### PR like a Pro: Writing for the media

Are you in PR? Let's elevate your writing of promotional material, in-house publications, news stories and social media posts.

### South African Sign Language – Beginner Level 1A

Would you like to communicate with Deaf colleagues and clients in SA Sign Language? Step into a new world with us.



### Conversations to encourage behavioural change in the workplace

Want to strengthen people's motivation for change? Gain skills to help tilt change ambivalence into the desired direction.

