 **UNIVERSITY OF GHANA**

**SCHOOL OF LANGUAGES**

**APPLICATION FORM FOR SPECIAL PROGRAMMES**

Specially designed 1 day and 2-day courses for professionals, ministers, church workers, researchers, consultants, language teachers and practitioners, (bilingual) secretaries, administrative assistants, expatriates, students and the general public.

Prof./Dr./Mr./Mrs./Ms. Surname First Name Other Names

Position/Title Department/Institution/Organization

Sex: Male Female Phone Number

Email:

Address:

**EDUCATIONAL BACKGROUND**

Level of Education JHS SHS TERTIARY OTHERS

If Tertiary/Others, please specify

**CHOICE OF MODULE**

**PLEASE TICK THE MODULE YOU WOULD WANT TO SIGN UP FOR**.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COURSE** | **DATE** | **DURATION** | **COST** | **TICK** |
| Business writing | May 28-29, 2018 | 16 hrs | GH₵ 1050 |  |
| Minutes-taking & Agenda Writing | May 30, 2018 | 8 hrs | GH₵ 550 |  |
| Presentation skills | May 31, 2018 | 8 hrs | GH₵ 550 |  |
| Speaking skills | June 4&5, 2018 | 16 hrs | GH₵ 1050 |  |
| Report writing | June 5&6, 2018 | 16 hrs | GH₵ 1050 |  |

**REGISTRATION**

Register by May 15, 2018

Registration Fee: GH₵ 50

\***Fees cover tuition, course materials, certificates, lunch, and snacks. To complete registration please submit a copy of your payment slip on day of course.**

**CONTACT** Email: [languages@ug.edu.gh](mailto:languages@ug.edu.gh) Phone: 030 299 9091/030 299 9092

*\*Courses will equip participants with practical language skills, methods and techniques for greater efficiency at the work place.*