



**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 TITLE	DATE	DURATION	FEES*	TICK
1.	Writing Skills for Administrators	October 3 & 4	16 hours	GH ¢ 1200	
2.	Minutes-Taking & Agenda Writing	October 5	8 hours	GH ¢ 650	
3.	Speaking and Presentation Skills	October 6 & 7	16 hours	GH ¢ 1250	
4.	Report Writing	October 10 & 11	16 hours	GH ¢ 1250	

REGISTRATION

Register by Friday, 23rd September, 2022

Registration Fee: GH¢ 50

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

CONTACT Email: 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.*

*All course delivery will be done in-person. Covid-19 protocols will be strictly observed