**UNIVERSITY OFGHANA**

**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**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NO.** | **COURSE TITLE** | **DATE** | **DURATION** | **FEES\*** | **TICK** |
| 1 | Minute-Taking & Agenda Writing | September 16 | 8 hours | GH¢800.00 |  |
| 2 | Speaking and Presentation Skills | September 17&18 | 16 hours | GH¢1,500.00 |  |
| 3 | Report Writing | September 19&20 | 16 hours | GH¢1,500.00 |  |
| 4 | Writing Skills for Administrators  | September 24&25 | 16 hours | GH¢1,500.00 |  |

**REGISTRATION**

Register by Thursday, 12th September, 2024

\***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 9092/0243246004

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