



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

| NO. | COURSE TITLE | DATE | DURATION | FEES* | TICK |
|-----|-----------------------------------|-----------------|----------|----------|------|
| 1 | Writing Skills for Administrators | September 11&12 | 16 hours | GH¢1,250 | |
| 2 | Speaking and Presentation Skills | September 13&14 | 16 hours | GH¢1,250 | |
| 3 | Minute-Taking & Agenda Writing | September 15 | 8 hours | GH¢700 | |
| 4 | Report Writing | September 18&19 | 16 hours | GH¢1,250 | |

REGISTRATION

Register by Thursday, 7th September, 2023

***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.*

