 **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. | Business Writing | June 3 & 4 | 16 hours | GH Ȼ 1050 |  |
| 2. | Minutes – taking & Agenda Writing | June 6 | 8 hours | GH Ȼ 550 |  |
| 3. | Speaking and Presentation Skills | June 7 & 10 | 16 hours | GH Ȼ 1050 |  |
| 4. | Report Writing | June 11& 12 | 16 hours | GH Ȼ 1050 |  |

**REGISTRATION**

Register by April 2, 2019

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.*