

University of Pretoria Yearbook 2017

Communication in organisations 164 (EOT 164)

Qualification	Undergraduate
Faculty	Faculty of Humanities
Module credits	6.00
Service modules	Faculty of Engineering, Built Environment and Information Technology Faculty of Economic and Management Sciences Faculty of Law Faculty of Natural and Agricultural Sciences
Prerequisites	A code 4 or 5 in the test of academic literacy levels (TALL) or EOT 110, EOT 120
Contact time	3 lectures per week
Language of tuition	Module is presented in English
Academic organisation	Unit for Academic Literacy
Period of presentation	Quarter 4

Module content

This module focuses on the role of language in organizations. Techniques for persuasion, finding information, conducting interviews, etc. are covered, as well as methods used in advertising and skills needed for public speaking. The criteria for drawing up a successful CV, for conducting meetings successfully, writing letters, agendas, minutes and reports are discussed and practiced.

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