

# University of Pretoria Yearbook 2018

## Communication in organisations 164 (EOT 164)

<b>Qualification</b>	Undergraduate
<b>Faculty</b>	<a href="#">Faculty of Humanities</a>
<b>Module credits</b>	6.00
<b>Prerequisites</b>	A code 4 or 5 in the test of academic literacy levels (TALL) or EOT 110, EOT 120
<b>Contact time</b>	3 lectures per week
<b>Language of tuition</b>	Module is presented in English
<b>Department</b>	Unit for Academic Literacy
<b>Period of presentation</b>	Quarter 4

### Module content

This module focuses on the role of language in organisations. 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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