



Information pack

This document details the Business Writing and Legal Documents course presented by GetSmarter and the University of Cape Town.

The Professional Development Project of the Faculty of Law, University of Cape Town, in conjunction with GetSmarter, is pleased to offer the **UCT Business Writing and Legal Documents course**. The course meets the high and exacting standards of the University of Cape Town.

Need for the course:

Effective writing skills in the business environment are critical to organisations and their employees. From writing a wide variety of documents – emails, memos, letters, proposals, reports, agendas, minutes and business plans – to understanding various legal documents, effective writing and formatting skills are vital to daily business functions.

About GetSmarter:

GetSmarter is a specialist online training company that works together with top universities and industry experts to present professional short courses throughout South Africa.

About the course:

This highly practical 10-week course, presented in English, will provide students with a refresher in parts of speech, punctuation, grammar, spelling and style, and will then deal with the challenges of writing effective emails, proposals, reports, business documents, minutes, corporate CVs and business plans.

Students are also taught to understand a variety of legal documents, including employment contracts, sales contracts, mortgage bonds, lease agreements, summonses and wills.

Who should attend:

Working professionals, those who deal with English in a business context and anyone who wants to improve their English writing skills and understand legal documents.

Course modules:

The following modules are covered during the course:

- Module 1: Language basics
- Module 2: Preparation and design of the document
- Module 3: Letters, memos and language
- Module 4: Letter writing, traditional and electronic
- Module 5: Writing for meetings
- Module 6: Reports – basics
- Module 7: Reports – simulations and samples
- Module 8: Proposals
- Module 9: Business plans and corporate CVs
- Module 10: Understanding legal documents

*See Appendix A for a detailed overview of each module.

Entry requirements:

Students must have a current email account, must have access to a computer, and must be able to read documents in Adobe PDF, create documents in Microsoft Word and access the internet. A matric certificate is recommended, but is not required.

Course delivery:

The course is conducted online through the **GetSmarter Learning** website. (<http://www.getsmarter.co.za/learning>)

Each module is divided into the following components:

- Course notes
- Video lectures
- Discussion forum
- Online multiple-choice quiz
- Module assignment
- Further reading and references

For the duration of the 10-week course, a new module is released to the student group each Monday. Students complete each week's module by working through all of the components listed above. Proactive support is provided to all students by the Course Convener, Anton Kelly, and the Course Coordinator, Andrea Vavruch.

Award of the certificate:

Certificates can only be awarded to those students who obtain a combined final mark of at least 50% for the assignments. Successful students will receive the University of Cape Town's (Law@Work) Certificate in Business Writing and Legal Documents.

Course dates:

Registrations close: 20 August 2010

Course starts: 30 August 2010

A course calendar is available on request.

Course fee:

Course fee: R5,200 (excl. VAT)

Payment deadline: 20 August 2010

A 10% discount is offered to groups of 3 or more when arranged with GetSmarter staff.

How to register:

Four-step registration process

1. Visit www.getsmarter.co.za.
2. Click “Business Writing” on the left menu and then click “Register Now”.
3. Complete the online registration form.
4. You will receive confirmation of registration by email and SMS within 24 hours.

Payment details:

The following payment options are available:

- 1. Once-off payment**
R5,928 on registration or by 20 August 2010
- 2. Two-month payment plan**
R3,100 on registration or by 20 August 2010
R3,100 by 30 September 2010

GetSmarter accepts payments by direct deposit, electronic funds transfer (EFT) and credit card (Mastercard and Visa). Students opting to pay by credit card will be contacted by phone to obtain their credit card details. Students opting to pay by direct deposit and EFT are required to use their name and surname as a reference.

Non-South African students should contact GetSmarter for payment details.

Banking details:

Account name: GetSmarter
Bank: Standard Bank
Branch: Claremont
Branch code: 025109
Account number: 07 251 0684
SWIFT code: SBZAZAJJ

Contact details:

Should you have any queries, please contact Abby at GetSmarter:

Contact: Abby
Tel: 021 685 4775
Fax: 021 685 4883
Email: abby@getsmarter.co.za

Appendix A

The table below provides a comprehensive outline of each of the 10 modules covered in the course.

Module 1: Language basics
This module focuses on language basics – a grammar and spelling refresher. The approach is to address common errors and confusion by explaining the theory in a non-technical manner, and to illustrate the concepts, errors and correct usage through examples.
Module 2: Preparation and design of the document
Planning the document is dealt with as a step-by-step process, starting with identifying the purpose and the readership of the document and how these influence the content, appearance and language. Emphasis is placed on coherent, clear writing that uses simple and appropriate vocabulary and sentence structure. The final section of this module deals with acknowledging the sources used in writing the document. Several different examples are given.
Module 3: Letters, memos and language
This is an introductory module to writing letters and memos and deals with their function, structure and style. Examples show the most contemporary layout and writing styles.
Module 4: Letter writing, traditional and electronic
Letter writing is analysed according to the audience, purpose and context of the letter. Four categories of letters are described: neutral, favourable, negative and persuasive, with examples of each. Guidelines on writing these letters are given. The section on persuasive letters also deals with how to write a CV. The module discusses format and conduct for emails as well as advice on security and electronic file management.
Module 5: Writing for meetings
This module deals with how to write notices and agendas of meetings and details the value, content and layout of the minutes of a meeting. As usual, examples showing the latest practice are given.
Module 6: Reports – basics
The key elements of a good report are explained. The module describes different types of reports, including investigative reports, feasibility studies, progress and audit reports. Each section of a report is analysed and explained.
Module 7: Reports – simulations and samples
This module studies simulations of three different types of reports. Samples are provided, illustrating the format of the different report sections as well as what each one should

contain.
Module 8: Proposals
The business proposal is analysed according to purpose, audience and intention. There are step-by-step instructions on what should be included and an example of a proposal is comprehensively explained.
Module 9: Business plans and corporate CVs
This module analyses the content and structure of a business plan and a corporate CV. It is additionally valuable because it explains what needs to be included in these documents as well as what structure should be followed when writing them.
Module 10: Understanding legal documents
While this module is more about reading and understanding legal documents than writing them, a section on the basic principles of legal drafting is provided. Several types of legal documents are analysed: sales and employment contracts, leases and mortgage bonds as well as summonses and wills. The module also includes a comprehensive glossary of common legal terms.

We hope to welcome you to the course!