

# LANGUAGE ENHANCEMENT

## Earn extra income!

If you want to perfect your editing, transcription or mentoring technique, perfect your language competence and at the same time learn marketable skills such as report writing, transcription and sub-titling, **Wits Language School** offers you a wide selection of part-time, short courses.

### THESE COURSES INCLUDE:

- Intercultural Communication and Mentoring in the Workplace
- Transcription Skills
- Editing for Professionals
- Language Refinement for Language Practitioners
- Professional Language Enhancement, transcription and report writing



### WHAT ARE THE ENTRY REQUIREMENTS FOR THESE COURSES?

For Intercultural Communication and Mentoring in the Workplace and Language Refinement for Language Practitioners, participants require:

- Good language skills in English (spoken and written)
- Good language proficiency (spoken) in at least one other language from the following list of languages: Any of the official South African languages, South African Sign Language, French, Portuguese, Spanish, Italian, German, Mandarin, Arabic, Shona or Swahili. Other foreign African languages on request

Both of these courses are undergraduate courses, and the following entry requirements apply:

- A National Senior Certificate (Grade 12) or equivalent
- Computer literacy (Word, internet and email)

Transcription Skills and Editing for Professionals are also undergraduate courses, but require proficiency in English only.

**Professional Language Enhancement is a postgraduate course and as such requires:**

- A Bachelor degree or equivalent (please supply copies of qualifications) and/or
- Professional experience as a language practitioner - experienced practitioners should submit a CV plus contactable references

**Students must pass an aptitude test in order to gain admission to any of the above short courses. A Certificate of Competence will be awarded upon successful completion.**

### COURSE STRUCTURE

All of these courses run for eight weeks part-time. For all courses except Editing for Professionals and Transcription Skills, participants must attend eight days of face-to-face workshops, which follow one of the following formats:

- Four x two-day workshops followed by the examination
- Two x three-day workshops and one x two-day workshop followed by the examination

Editing for Professionals runs as a five-day, face-to-face workshop combined with an online learning component during the eight-week teaching period. Transcription Skills is an intensive course, which runs over eight days plus the assessment.

For all of the courses, participants have access to an online learning platform, Edmodo, during the entire eight-week period. Edmodo is easy to use, allows students to work in their own time, and also helps to improve knowledge of the internet and email, which are important skills in the world of work. Our aim is to equip graduates with the comprehensive range of practical and theoretical skills they will need to work as professional translators, and to provide students with a general overview of the principles and practice which govern the translation profession. Texts for translation reflect the typical range of texts encountered by a professional freelance translator and may include journalism, media/advertising, health/medical and general technical texts. WLS reserves the right to postpone or cancel a course due to insufficient course participation. Please check our website for any changes in course dates.

## Intercultural Communication and Mentoring in the Workplace

The purpose of this short course, offered at NQF level 5, is to assist students in understanding human communication in multi-cultural settings – with a particular focus on the mass media and/or the workplace. Participants learn to come to terms with diversity in South Africa and how to reduce intercultural misunderstandings. Students discuss communication in the context of the world of business and management, including organisational functions and meeting styles, management activities (planning, organising, leading, controlling, interacting), powerful communication, pacing and leading, motivation, as well as conflict management and mentoring in the workplace. This course may be taken as a stand-alone short course, or as part of the Diploma in Legal Interpreting.

## Transcription Skills

This stand-alone short course, offered at NQF level 5, aims to introduce students to the principles and practice of transcription, including transcription technology. Practical written language skills are reinforced by reflection on decision-making as to what constitutes appropriate vocabulary, punctuation, register and tone in different communicative contexts, as well as by problem-solving involving written and oral text organisation and re-organisation. Practical auditory skills are enhanced by an understanding of different accents, pronunciation and dialects. Course dates are available upon request.

## Editing for Professionals

In this stand-alone short course, offered at NQF level 8, students are introduced to the principles of systematic and recognised editing procedures governing grammatical, structural and stylistic correctness in a variety of professional text types. This course consists of a five-day, face-to-face workshop combined with an online learning component during the eight-week teaching period.

## Language Refinement for Language Practitioners

This short course, offered at NQF level 5, is suitable for anyone with good proficiency in a South African language, South African Sign Language or any major world language. In their chosen language, participants will develop the required skills to use language creatively and effectively in specific professional contexts (eg marketing, law and media) or other language-related project management situations. Emphasis is placed on the acquisition of listening and speaking skills in a variety of professional contexts, including terminology acquisition and cultural competence. Skills include sub-titling, scriptwriting, voice-overs/transcription and the writing of copy for marketing or advertising purposes.

After completing the course, participants will be able to create effective and relevant language-related projects (including presentations, sub-titling, scriptwriting, voiceovers, transcription and the writing of copy for marketing or advertising purposes) and learn how to schedule and plan language related projects according to organisational requirements. This course may be taken as a stand-alone short course, or as part of the Diploma in Legal Interpreting.

## Professional Language Enhancement, Transcription and Report Writing

This course is a cutting-edge specialisation offered at Honours level (NQF level 9) in English (or in French), aiming to refine a graduate's auditory and written language skills at an advanced level. At the same time, it provides introductory training for those wishing to work in professional language contexts, including, where feasible, professional transcription skills (including Hansard), report writing in meeting and conference contexts and monolingual sub-titling (captioning) and audio description for film/TV/DVD, as well as live performances.

## Course fee

INTERCULTURAL COMMUNICATION AND MENTORING IN THE WORKPLACE	R7 900
TRANSCRIPTION SKILLS	R7 900
EDITING FOR PROFESSIONALS	R9 000
LANGUAGE REFINEMENT	R7 900
PROFESSIONAL LANGUAGE ENHANCEMENT	R9 000

## UNIT CONTACT DETAILS

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