

College sets communications courses

Going back to school to prepare for a new career? Or intending to upgrade your skills in the career you're following now?

This fall Capilano College is offering communications courses at night for people who can't attend during the day and are interested in improving their English basics, business writing skills

and job hunting techniques.

Communications 150 (Basic Communications) is a course covering the English basics -- vocabulary growth, correct usage, spelling and punctuation -- while strengthening students' writing skills. Some public speaking is also included. The course will be held Wednesdays from 7 to 9 pm

on the Lynnmoor campus beginning September 8.

Also offered this fall is Communications 151 (Business Communications) in which the emphasis is on writing briefly and clearly for business; memorandums, letters and short reports. Attention is paid also to writing application letters and resumes and students

learn how to succeed in employment interviews.