

# Functional Writing Skills

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Are you a university graduate looking for employment in the job market?

Then the department of communication skills and studies, university of Nairobi is the right place to get your training. We train our students in writing comprehensive C.V's. For instance, is it a skills-based C.V format, chronological based format or a professional-based C.V format?

We train our students in writing project proposals and business plans to request organizations for funds to start a project.

The department also empowers students with skills in Business communication such as communication skills for managers, business letters, report writing skills and etiquette.

### Head of Thematic Area:

**Mary A Okebe**



### Members of Thematic Area:

1. [Dr. Charles Oduol](#), [8]
2. [Mrs Lynn Ochieno](#), [9]
3. [Mrs. Dorothy Omollo](#), [10]
4. [Mrs Hellen G. Omangi](#), [11]
5. [Mr. Nobert O. Basweti](#) [12]
6. [Ms Eliabeth Ochola](#). [13]

### Degree Programmes Linked to Thematic Area

- All undergraduate degree courses in the University of Nairobi

## Functional Writing Skills

Published on Department of Communication Skills and Studies (<http://languageskills.uonbi.ac.ke>)

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### Course Unit Linked to Thematic Area

- CCS 001 (Communication Skills)

### Possible Career Opportunities

- CV Writer and Consultant
- Report Writer
- Project Writer
- Communications Officer
- Administrative Assistant
- Image Consultant
- HR and Interviewing consultant
- Rapporteur

### Event:

- [Curriculum Review Workshop](#) [14]
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