

2021



RATOMAC TRADING CONSULTANTS

Be Professionally Equipped

**Business writing skills for function
and purpose
1 Day Course
30 July 2021**



SAQA ID – 12153, NQF LEVEL: 4, CREDITS: 5



www.ratomactrading.co.za | info@ratomactrading.co.za | +27 73 206 6180 | +27 12 525 1167

43 Fuchsia road, Karen Park, Akasia



Introduction

The course is designed to provide learners with the ability to follow a process in writing texts required in business. It is intended to promote clear, unambiguous communication in plain language and to improve the quality of written letters and other texts that are specific to a business environment. The programme will enable learners to recognise and effectively apply modern textual conventions.

Achieving excellence in business writing means that using appropriate grammar conventions, you will, among other things, learn how to check for accuracy and recognize errors, identify the target audience and draft and edit a technical text and present it in different ways using plain language

Programme Outcomes

- Organise and structure a text appropriately for a business function
- Identify and collect information needed to write a text specific to a particular function.
- Use textual features and conventions specific to business texts for effective writing.
- Present a written text for a particular function in a business environment.
- Compose a text using plain language for a specific function.
- Identify the target audience.
- Write with the target audience in mind.
- Draft and edit a technical text.



ACCREDITED



ACCREDITED



RATOMAC TRADING CONSULTANTS

Course Outline

- Applying correct use of grammar, punctuation and spelling to a business text.
- Understanding the basic terminology used in a typical business environment.
- Applying the correct use of business terminology to specific communication pieces.
- How to write for the target audience.
- How to ensure that the communication style is appropriate for the target audience taking care not to use inappropriate or offensive language and terminology.
- How to know what to write and what not to write.
- How to present the same information in different ways.
- Checking the information to ensure factual accuracy.
- How to appropriately structure information to ensure a logical flow throughout the text.
- How to apply correct use of message tone.
- How to avoid the use of inappropriate technical terms and jargon.
- How to apply the conventions of plain language to enhance readability.
- How to proof read the text to ensure correctness.
- How to apply correct use of layout and formatting techniques to enhance readability.
- Applying industry and legislative requirements to texts as appropriate.

BUSINESS AND REPORT WRITING SKILLS PROGRAM

	ID	UNIT STANDARD TITLE	NEW LEVEL	CREDITS	DURATION
Fundamental	12153	Use the writing process to compose texts required in the business environment.	NQF 4	05	1 Days

Target Audience

Target Audience: This course is aimed at those individuals who are seeking to improve their business communication skills

Programme level: The level of the Programme is at NQF Level 04

Minimum Qualifying Criteria: Communication at NQF Level 4, Computer Literacy and Mathematical Literacy at NQF level 2

Duration

Programme Duration: Between one (1) and two (2) Days | between one (1) and (2) Days –POE Based.

Pre-Assessment: Pre-assessment of proposed learners is undertaken to identify current qualifications and experience.

Contact Training Sessions: Between one (1) and two (2) Days for comprehensive training.

Qualification Alignment

Qualification: SAQA ID 66489– Further Education and Training

Certificate: Generic Management (NQF 4): ACCREDITED



Training Methodology

The Programme is facilitated by competent subject matter specialist/s, which utilizes the following techniques to ensure that the session is practical and experiential: Discussion; Role Plays; Exercises & Case Studies; Videos/DVDs; and Formative Assessments.

To facilitate this process, we offer: {between three (1) and 2 Days – POE Based}

- **Coaching Support:** The Ratomac appointed assessor and project coordinator are available to the learners for telephonic support and coaching while learners compile their POE's. Additional coaching support will be scheduled, as required, to assist with the building of POE's.
- **Credits:** Learners exiting this qualification before completion, retain the credits for Unit Standards successfully completed. Learners can build their credits by attending skills programmes aligned to the Qualification **66489– Further Education and Training Certificate: Generic Management (NQF 4): ACCREDITED**

COURSE FEES - R 6 500.00 PER PERSON (1 PERSON)

Contact Us

+ 27 073 206 6180 | + 27 12 525 1167 | +27 78 757 6514

Maandam@ratomactrading.co.za | info@ratomactrading.co.za | justicem@ratomactrading.co.za