

Business Communication & Writing Training



Course Description

This course is intended for all persons working in administration in organizations and individuals who are responsible for presenting information in report format. Learners at this level write/present/sign texts with the complex subject matter and a need for various levels of formality in language and construction. They select text type, subject matter, and language to suit specific audiences, purposes, and contexts.

Target Group

Learners at this level are aware of their audience and proposes for communication. They adapt their style and language register to the requirements of different situations. They are able to listen and speak/sign confidently in both formal and familiar settings.

Learning Outcomes

- Write/present/sign texts for a range of communicative contexts,
- Use communication techniques effectively,
- Use the writing process to compose texts required in the business environment, and
- Present information in report format.

Learning Delivery Method

This training is an instructor lead virtual or classroom-based training, for minimum group size of ten (10) delegates.

Assessment

Formative and Summative Assessment.

Unit Standard Alignment

SAQA ID	US Title	NQF Level	Credits
119465	Write/present/sign texts for a range of communicative contexts	3	5
12433	Use communication techniques effectively	5	8
12153	Use the writing process to compose texts required in the business environment	4	5
110023	Present information in report format	4	6

Duration

Maximum 5 days

Cost

Prices are provided on request.

All our programmes can be customized to meet the client's need. We remain committed to offer and deliver fit for purpose training.

Accredited by Services Seta

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