

## Business- and Report Writing Skills

### OUTCOMES

The Business-writing Skills Programme empowers delegates to :

- Use textual features and conventions specific to texts
- Identify the intended audience for the communication
- Identify the purpose of a text
- Select the appropriate text type, format and layout for the purpose
- Organise and structure a technical text appropriately
- Use appropriate grammar conventions
- Draft and edit a technical text
- Recognise errors and checking for accuracy
- Present the same information in different ways
- Use plain language in business

### Who should attend?

### Duration

### NQF Alignment

Supervisors, secretaries, managers and Heads of departments - as well as....  
Every person who needs to:

- Promote clear, unambiguous communication in plain language
- Improve the quality of written reports
- Recognise and effectively use textual conventions and features

Two Days

SAQA US ID: 12153

NQF level: 4

Credits: 5

### TRAINING CONTENT

#### Module 1: Writing Styles

- Legislative requirements for different texts

#### Module 2: Prepare to Write

- Know your audience and writing purpose
- How to gather and present reliable information without being biased, using offensive details or stereotypes

#### Module 3: Language Use

- How to identify long constructions and the inappropriate use of the passive voice

#### Module 4: Written Structure

- How to edit written texts with the view of correcting errors in grammar, language use, technical or marketing terms, jargon, factual information, logical sequence and meaning.

#### Module 5: Presenting Written Reports

- How to include graphs, tables, flow charts and diagrams when presenting information

