SA BUSINESS SCHOOL

BUSINESS WRITING
COURSE OUTLINE

USE THE WRITING PROCESS TO COMPOSE TEXTS REQUIRED IN THE BUSINESS ENVIRONMENT (12153)

Duration : 3 Days

Credits: 5

Prerequisites
Communication at level 3

Delivery Method
Online Learning, Blended Learning and instructor-led learning

USE THE WRITING PROCESS TO COMPOSE TEXTS REQUIRED IN THE BUSINESS ENVIRONMENT (12153)

OVERVIEW

The unit standard aims to improve business writing by promoting clear communication, recognizing textual conventions, and enhancing the quality of specific business-specific texts and reports.

The qualifying learner is capable of:

- using textual features and conventions specific to texts
- identifying the intended audience for the communication
- identifying the purpose of a text
- selecting the appropriate text type, format and layout for the purpose
- organising and structuring a technical text appropriately
- using appropriate grammar conventions
- drafting and editing a technical text
- recognising errors and checking for accuracy
- presenting the same information in different ways
- using plain language in business

SPECIFIC OUTCOME 1

Use textual features and conventions specific to business texts for effective writing.

SPECIFIC OUTCOME 2

Identify and collect information needed to write a text specific to a particular function.

SPECIFIC OUTCOME 3

Compose a text using plain language for a specific function.

SPECIFIC OUTCOME 4

Organise and structure a text appropriately for a business function.

SPECIFIC OUTCOME 5

Present a written text for a particular function in a business environment.