SA BUSINESS SCHOOL



PROFESSIONAL BUSINESS WRITING

COURSE OUTLINE

UNIT STANDARD
12153; 119459

COURSE OVERVIEW

This course develops the ability to produce clear, well-structured business texts and reports, using appropriate language, formats and conventions for different audiences and contexts.

Lead change. Build stronger teams. Drive lasting impact.

USE THE WRITING PROCESS TO COMPOSE TEXTS REQUIRED IN THE BUSINESS ENVIRONMENT

(Unit Standard 12153)

- Use textual features and conventions specific to business texts for effective writing.
- Identify and collect information needed to write a text specific to a particular function.
- Compose a text using plain language for a specific function.

WRITE/PRESENT/SIGN FOR A WIDE RANGE OF CONTEXTS

(Unit Standard 119459)

- Write/sign effectively and creatively on a range of topics
- Choose language structures and features to suit communicative purposes
- Edit writing/signing for fluency and unity.

DURATION
4 DAYS

CREDITS
10 CREDITS

DELIVERY METHOD
ONLINE, BLENDED AND INSTRUCTOR-LED LEARNING