

WRITE/PRESENT/SIGN TEXT FOR A RANGE OF COMMUNICATIVE CONTEXTS

SAQA ID: 119465

NQF LEVEL: 03

CREDITS: 05

OUTLINE

MODULE 1 - Write/sign for a specified audience and purpose: Narrative, discursive, reflective, argumentative, descriptive, expository, transactional, business correspondence, electronic texts, multi-media presentations

- The purpose for writing/signing, the target audience and the context are clear in relation to the learning task or activity
- The text-type, style, and register selected are appropriate to audience, purpose and context
- Language appropriate to socio-cultural sensitivities is selected and used in an appropriate manner without compromising own values or arguments
- Writing/signing is well-structured and conveys its message clearly
- Critical thinking skills are used as strategies for planning
- Writing/signing reflects a clear point of view with sound reasons and facts to support arguments and logical development of a clearly articulated premise
- Research skills are evident in the way data and information relevant to the context is identified, located, selected and synthesised for inclusion in the final text: Accessing information from different sources, sorting, categorising, classifying, sifting for relevance, validity and reliability, recording, reporting, formulating conclusions

MODULE 2 - Use language structures and features to produce coherent and cohesive texts for a wide range of contexts

- Meaning is clearly expressed through the use of a range of sentence structures, lengths and types
- The use of paragraph conventions and links between paragraphs in texts, promotes coherence and cohesion in writing/signing. Their use is explained with reference to logical progression, cause and effect and/or contrast
- The overall structure of a piece of writing/signing is controlled and the conclusion is clearly formulated

MODULE 3 -Draft own writing/signing and edit to improve clarity and correctness

- Writing/signing produced is appropriate to audience, purpose and context.
- Corrections are an improvement on the original
- Control of grammar, diction/clarity of sign, sentence and paragraph structure is

checked and adapted for consistency

- Logical sequencing of ideas and overall unity are achieved through redrafting.
- There is clear evidence that major grammatical and linguistic errors are edited out in redrafts
- Inappropriate or potentially offensive language is identified and adapted/removed: Obfuscation, excessive use of jargon, jargon used to exclude, insensitive choice of words, (gender, rank, hierarchies in familiar settings or organisations, family, sports, wealth) offensive or incorrect register
- Experimentation with different layouts and options for presentation is appropriate to the nature and purpose of the task

DURATION:

Theoretical training: 2 days

RATIO:

Theoretical training: 15 learners per Facilitator/Assessor

For more information on this workshop or to reserve your spot, please contact:

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