

Use the writing process to compose texts required in the business environment

12153

Purpose of this Unit Standard

The purpose of the unit standard requires learners to follow a process in writing texts and reports required in business. It is intended to promote clear, unambiguous communication in plain language and to improve the quality of written reports and other texts that are specific to a business environment, require a particular format and may include specified legislated requirements. The unit standard enables learners to recognise and effectively use textual conventions and features specific to business texts.

Learners credited with this unit standard are able to:

- 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

Learning Assumed To Be In Place And Recognition Of Prior Learning

- Communication at NQF Level 3.

Outcomes

SO1: Use textual features and conventions specific to business texts for effective writing.
SO2: Identify and collect information needed to write a text specific to a particular function.
SO3: Compose a text using plain language for a specific function.
SO4: Organise and structure a text appropriately for a business function.
SO5: Present a written text for a particular function in a business environment.

SAQA US ID	NQF LEVEL	CREDITS	US TITLE
12153	4	5	Use the writing process to compose texts required in the business environment

Duration: 2-days



Content

Textual Features and Conventions	• Producing Texts Specific to A Particular Function in A Business Environment • The Implications of Not Following the Industry Specific or Legislative Requirements for A Specific Type of Text • Terminology and Conventions Specific to A Particular Function in A Business Environment
Identifying and Collecting Information Needed to Write Text	• Identification of The Intended or Incidental Audience • The Purpose of The Text Is Identified • Questions to Ask During Information Gathering • Assessing Information Required for Writing A Document • Checking Information Accessed for Accuracy, Bias, Stereotypes, And Other Offensive Details • Deciding on Information to Be Included in A Document • Creation of A Checklist to Facilitate Reflection and Editing
Composing Text Using Plain Language	• Selecting A Format and Structure Appropriate for The Intended Audience and Function. • Identifying the Main Points and Supporting Details to Be Included in The Text • Writing the First Draft
Organising and Structuring a Text	• Checking the First Draft to Ensure That Appropriate Grammar Has Been Used and Rewritten in Plain Language • Ways of Presenting Information • Interpreting Terms and Jargon • Sequencing A Document to Logical and Meaningful Manner
Presenting A Written Text for A Particular Function	• Selecting Text Type and Format • Use of Layout and Formatting Techniques • Evaluation and Proof Reading of Information in A Document