

EFFECTIVE WRITTEN COMMUNICATION - NQF LEVEL 4

Duration: 2 days + 1 day follow up
 Target: Candidates competent in NQF Level 3
 Prerequisite: NQF Level 3
 NQF Info: NQF Level 4
 Qualification: National Certificate In Plastics Manufacturing NQF Level 4
 Credits: 10
 Certification: MERSETA accredited
 PFSA Certification.

Unit Standard:

- Read, analyse and respond to a variety of texts [8975]
- Write for a wide range of contexts [8976]

Course Objective:
 To analyse and criticise texts produced for a range of purposes, audiences and contexts. To write effectively and creatively on a range of topics. To choose language structures and features to suit communicative purposes and to edit writing as appropriate.

Outcomes: At the end of the course the learners will be able to :

- Reading strategies appropriate to the purposes for reading are adopted. Analyse and criticise texts produced for a range of purposes, audiences and contexts.
- Identify and explain the values, attitudes and assumptions in texts.
- Evaluate the effects of content, language and style on readers' responses in specific texts. Write effectively and creatively on a range of topics. Choose language structures and features to suit communicative purposes as well as edit writing for fluency and unity

Contents:

➤ Reading strategies are used for the purposes for reading. Expository/factual and imaginative texts are developed with respect to clearly articulated purposes, using fully developed paragraphs and resulting in a unified text. The narrative voice appropriate to context, purpose and audience is used. Points in argument are logically and deliberately sequenced to build up to a convincing conclusion. Devices are employed to create particular rhythmic or tonal effects. Use is made of symbols, imagery, irony, understatement, index and icon, logos, hyperbole, visuals, graphics. Layout, spelling, punctuation and syntax are checked for accuracy and readability. Major grammatical and linguistic errors are identified and changes made as required.

Assessment and Certification:

- Assignments to be submitted within two weeks following training. One follow up day is required to give feedback on assessed assignments. A PFSA Certificate of Competence is issued to successful candidates
- Relevant credits may be awarded to successful learners upon MERSETA due approval process.

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