

ANALYSE AND PRESENT
INFORMATION

SP0357/09-17

Duration:	2 days
Target:	Candidates competent in NQF Level 3
Prerequisite:	NQF Level 3
NQF Info:	NQF Level 4
Qualification:	Towards the Further Education and Training Certificate in Plastics Manufacturing / National Certificate Polymer Composite Fabrication NQF Level 4 (Unit standards and credits may vary)
Credits:	21
Certification:	merSETA-accredited Plastics SA Certification

Unit Standards

- Engage in sustained oral communication and evaluate spoken texts [8974]
- Write texts for a range of communicative contexts [8970]
- Accommodate audience and context needs in oral communication [8968]
- Present information in report format [110023]

Objective of Learning Programme

To use language to convey detailed information, and to use strategies to be an effective speaker in sustained oral interactions. To compile reports related to business function, with content & format appropriate to information requirements. Ensure reporting deadlines are met.

Outcomes

At the end of the learning programme, learners will be able to

- Respond critically yet sensitively as a listener.
- Analyse own responses to spoken texts and adjust as required
- Use strategies to be an effective speaker in sustained oral interactions
- Evaluate spoken discourse
- Relate the purpose, content, form, frequency and recipients of a range of reports. Identify information sources and organisational procedures for obtaining and distributing information
- Compile reports related to a selected business function. Liaise with relevant parties and verify that reported information is in accordance with requirements

Contents

- Tone, approach or style is appropriate to context, and is adapted to maintain oral interaction when it breaks down
- Pedantic, illogical or aggressive language is identified and modified
- Characteristics of a speaker's style, and the impact of non-verbal cues/body language and signals on audiences, are analysed
- Pause, rhetorical question, exclamation, analogy, emphasis, repetition, rhythm, use of inclusive/exclusive pronouns, stress, intonation, and volume is noted
- Created templates are used to write the reports and any necessary modifications are made and noted, to ensure compliance with business requirements
- The report is distributed in the required manner in time to meet the specified deadline
- A table is compiled listing each of the relevant recipients of the reports, a space for comments and with an overall rating of the report

Assessment and Certification

- Workplace Experience Assignments to be submitted within two weeks following training. A Plastics|SA Certificate of Competence is issued to successful candidates.
- Relevant credits may be awarded to successful learners upon merSETA due approval process.