



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Professional Text Editing And Language Usage Skills Training

Communication Studies and Language / Language

Unit Standard 117946 · NQF Level 7 · 10 Credits · 7 Days

COURSE OVERVIEW

This course equips participants with the skills to edit professional texts for clarity, accuracy, and appropriate language usage. It covers grammar, punctuation, style consistency, and proofreading techniques to ensure high-quality written communication in the workplace.

Category	Communication Studies and Language
Subfield	Language
Unit Standard	117946
Accreditation	SAQA Accredited · NQF Level 7 · 10 Credits
Duration	7 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply standard editing marks and proofreading techniques to correct errors in grammar, punctuation, and spelling.
- Analyze texts for consistency in style, tone, and language usage according to organisational or industry standards.
- Evaluate the clarity and coherence of written documents and recommend improvements.
- Demonstrate the ability to edit for conciseness and readability while preserving the original meaning.
- Implement language usage rules, including South African English conventions, in professional texts.

WHO SHOULD ATTEND

- This course is ideal for administrative staff, editors, writers, and professionals who produce or review written documents as part of their daily work.

COURSE OUTLINE

Day 1: Foundations of Professional Text Editing

- Introduction to the editing profession and its value
- Overview of Unit Standard 117946: Purpose and outcomes
- The communication process and barriers to clarity
- Core editing principles: accuracy, consistency, clarity, and appropriateness
- Introduction to South African English conventions
- Ethical considerations: confidentiality, plagiarism, and authorial voice
- The editor-client relationship and service agreements
- Practical exercise: Initial text assessment

Day 2: Grammar, Syntax, and Sentence Structure

- Parts of speech and their functions
- Common grammatical pitfalls (e.g., subject-verb agreement, pronoun reference)
- Sentence types: simple, compound, complex, and compound-complex
- Modifiers and their placement to avoid ambiguity
- Parallel structure and its importance
- Active vs. passive voice: appropriate usage
- Punctuation rules for clarity and effect
- Workshop: Grammar correction exercises

Day 3: Style, Tone, and Register

- Defining style, tone, and register
- Audience analysis and purpose-driven editing
- Formal, informal, and technical registers
- Introduction to major style guides (e.g., APA, Harvard, house styles)
- Creating and applying a style sheet
- Cultural sensitivity and inclusive language in the South African context
- Editing for different genres: reports, articles, manuals, creative writing
- Practical session: Rewriting text for a different audience

Day 4: Structural and Substantive Editing

- The levels of editing: substantive vs. copyediting
- Assessing macro-structure: logic, flow, and argument
- Techniques for restructuring paragraphs and sections
- Improving transitions and coherence
- Fact-checking and verifying content
- Querying authors effectively and diplomatically
- Using outlines and reverse outlines for structural analysis
- Case study: Substantive edit of a sample document

Day 5: Copyediting and Mechanical Precision

- The copyediting process: a methodical approach
- Spelling: South African conventions and common errors
- Advanced punctuation for precision
- Consistency in abbreviations, numbers, dates, and capitals
- Formatting standards for different document types

- Introduction to proofreading symbols and track changes
- Using software tools (e.g., spell-check, grammar-check) judiciously
- Hands-on lab: Intensive copyediting exercise

Day 6: Specialised Editing and Reference Techniques

- Editing technical and scientific documents
- Working with academic texts: citations, references, and bibliographies
- Introduction to legal and regulatory editing considerations
- Tables, figures, and graphics: editing captions and integration
- Cross-referencing and internal consistency
- Indexing and glossary development
- Editing for accessibility and plain language principles
- Practical application: Editing a multi-element report

Day 7: Professional Practice and Final Integration

- The complete editing workflow: from manuscript to final proof
- Quality assurance and the final read-through
- Time management, pricing, and quoting for editing jobs
- Building a professional portfolio and CV
- Continuing professional development (CPD) opportunities in South Africa
- Networking and professional bodies (e.g., Professional Editors' Guild)
- Final comprehensive editing project under simulated conditions
- Course review, assessment, and certification against Unit Standard 117946

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **10 NQF credits** at **NQF Level 7**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 32,400.00	R 32,400.00
1	In-House	R 42,200.00	R 42,200.00
1	On-Campus (Pretoria)	R 48,600.00	R 48,600.00

UPCOMING SESSIONS

Start	End	Method	Venue
04 Aug 2026	12 Aug 2026	On-Campus	Johannesburg, South Africa
05 Aug 2026	13 Aug 2026	On-Campus	Mauritius
06 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa
07 Aug 2026	17 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	18 Aug 2026	On-Campus	Abu Dhabi, UAE
11 Aug 2026	19 Aug 2026	On-Campus	Durban, South Africa
11 Aug 2026	19 Aug 2026	On-Campus	Mauritius
12 Aug 2026	20 Aug 2026	On-Campus	Cape Town, South Africa

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 117946) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call +27 12 004 8389 or WhatsApp +27 65 077 6310 and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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