



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 Proofreading For Business Documents Training

Communication Studies and Language / Language

Unit Standard 117948 · NQF Level 7 · 5 Credits · 2 Days

COURSE OVERVIEW

This course equips learners with the professional proofreading skills necessary to ensure business documents are clear, accurate, and error-free. Participants will learn to identify and correct grammatical, punctuation, and spelling errors, as well as improve consistency and style in accordance with organisational standards.

Category	Communication Studies and Language
Subfield	Language
Unit Standard	117948
Accreditation	SAQA Accredited · NQF Level 7 · 5 Credits
Duration	2 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply proofreading techniques to identify and correct errors in business documents.
- Demonstrate the use of standard proofreading marks and symbols.
- Analyze written text for consistency in grammar, punctuation, and spelling.
- Evaluate the effectiveness of proofreading processes and document quality.
- Implement strategies to improve clarity, tone, and style in business writing.
- Design a systematic proofreading workflow for different document types.

WHO SHOULD ATTEND

- This course is ideal for administrative professionals, secretaries, personal assistants, and any employees who produce or review business documents and wish to enhance their proofreading competency.

COURSE OUTLINE

Day 1: Foundations of Professional Proofreading

- Introduction to proofreading vs editing.
- Common language errors in South African business English.
- Punctuation rules: commas, apostrophes, quotation marks.
- Spelling and homophones (e.g., their/there/they're).
- Consistency in numbers, dates, and abbreviations.
- Introduction to style guides (e.g., SA Style Guide, AP).
- Proofreading symbols and markup methods.
- Practical exercise: proofreading a sample business letter.

Day 2: Advanced Proofreading and Business Document Integration

- Proofreading reports, proposals, and contracts.
- Formatting consistency: headings, fonts, spacing.
- Checking tables, graphs, and cross-references.
- Factual accuracy: names, figures, and dates.
- Logical flow and coherence checks.
- Using digital tools (track changes, spell-check limitations).
- Creating a proofreading checklist.
- Final practical assessment: proofread a business report.

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 **5 NQF credits** at **NQF Level 7**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 17,700.00	R 17,700.00
1	In-House	R 23,000.00	R 23,000.00
1	On-Campus (Pretoria)	R 26,600.00	R 26,600.00

UPCOMING SESSIONS

Start	End	Method	Venue
03 Aug 2026	04 Aug 2026	On-Campus	Dubai, UAE
03 Aug 2026	04 Aug 2026	On-Campus	Mauritius
03 Aug 2026	04 Aug 2026	On-Campus	Lagos, Nigeria
05 Aug 2026	06 Aug 2026	On-Campus	Pretoria, South Africa
05 Aug 2026	06 Aug 2026	On-Campus	Cape Town, South Africa
05 Aug 2026	06 Aug 2026	On-Campus	Johannesburg, South Africa
11 Aug 2026	12 Aug 2026	On-Campus	Mauritius
11 Aug 2026	12 Aug 2026	On-Campus	Dubai, UAE

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 117948) 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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