



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

Write Present For A Defined Context Training

Communication Studies and Language / Language

Unit Standard 119456 · NQF Level 2 · 5 Credits · 2 Days

COURSE OVERVIEW

This course equips learners with the skills to plan, structure, and deliver effective presentations tailored to specific audiences and contexts. Participants will learn to analyze the purpose and requirements of a presentation, select appropriate content and media, and present with confidence and clarity in a professional environment.

Category	Communication Studies and Language
Subfield	Language
Unit Standard	119456
Accreditation	SAQA Accredited · NQF Level 2 · 5 Credits
Duration	2 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Analyze the purpose, audience, and context of a presentation to determine appropriate content and delivery style.
- Design a presentation structure that logically organizes information and supports key messages.
- Apply verbal and non-verbal communication techniques to enhance audience engagement and understanding.
- Select and use appropriate visual aids and presentation media to support the message.
- Demonstrate effective delivery by managing time, handling questions, and adapting to audience feedback.
- Evaluate the effectiveness of a presentation using self-reflection and feedback from others.

WHO SHOULD ATTEND

- This course is ideal for professionals, managers, trainers, and anyone required to present information in a workplace or public setting.
- It is suitable for individuals who wish to improve their presentation skills for meetings, briefings, training sessions, or formal reports.

COURSE OUTLINE

Day 1: Foundations of Writing and Presenting for a Defined Context

- Introduction to defined contexts: purpose, audience, and scope.
- Analysing the needs of the audience and the requirements of the context.
- Planning and structuring written texts: introductions, body, and conclusions.
- Language, tone, and style appropriate for different contexts.
- Drafting and revising written content for clarity and relevance.
- Ethical considerations and inclusivity in written communication.

Day 2: Advanced Presentation and Integration of Writing Skills

- Principles of effective presentations: structure, delivery, and engagement.
- Designing visual aids and using technology to support presentations.
- Non-verbal communication: body language, eye contact, and voice modulation.
- Handling questions and feedback during presentations.
- Integrating written and oral communication for a unified message.
- Peer review and self-assessment of presentations.
- Final assessment: deliver a short presentation based on a defined context.

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 2**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 15,400.00	R 15,400.00
1	In-House	R 20,000.00	R 20,000.00
1	On-Campus (Pretoria)	R 23,100.00	R 23,100.00

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 119456) 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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