



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

Use Basic Reading Viewing Skills To Respond To Defined Texts Training

Communication Studies and Language / Language

Unit Standard 119629 · NQF Level 1 · 8 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the fundamental reading and viewing skills necessary to comprehend and respond to defined texts in a workplace or everyday context. Participants will develop the ability to extract key information, interpret visual elements, and formulate appropriate responses. The training ensures learners can effectively engage with a variety of written and visual materials, enhancing their communication and decision-making capabilities.

Category	Communication Studies and Language
Subfield	Language
Unit Standard	119629
Accreditation	SAQA Accredited · NQF Level 1 · 8 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply reading strategies to identify main ideas and supporting details in defined texts.
- Analyze visual elements such as graphs, tables, and diagrams to extract relevant information.
- Evaluate the purpose and audience of a text to determine the appropriate response.
- Demonstrate comprehension by summarizing key points from written or visual materials.
- Implement effective note-taking techniques to record information from viewed texts.
- Respond to defined texts by producing clear and concise written or verbal feedback.

WHO SHOULD ATTEND

- This course is designed for entry-level employees, administrative staff, and individuals who need to improve their basic reading and viewing skills to respond accurately to defined texts in their roles.
- It is suitable for those who work with instructions, notices, reports, or visual data and require a foundational understanding of text analysis.

COURSE OUTLINE

Day 1: Introduction to Reading and Viewing Skills

- Definition and importance of reading and viewing skills.
- Overview of Unit Standard 119629 and course outcomes.
- Types of texts: narrative, expository, procedural, persuasive.
- Factors influencing comprehension: purpose, audience, context.
- Previewing techniques: scanning headings, images, summaries.
- Activating prior knowledge through brainstorming.
- Introduction to basic reading strategies: skimming and scanning.
- Setting individual learning objectives.

Day 2: Literal Comprehension – Understanding What is Stated

- Main idea vs. supporting details.
- Techniques for identifying key points.
- Skimming for gist and scanning for specific info.
- Using context clues to understand unfamiliar words.
- Fact vs. opinion: definitions and examples.
- Practice with short texts: news articles, instructions, advertisements.
- Literal question types: who, what, where, when, why, how.
- Group exercises: locating information in workplace documents.

Day 3: Interpretive Comprehension – Reading Between the Lines

- Inference: using clues to understand implied meaning.
- Author's purpose: inform, persuade, entertain.
- Tone: formal, informal, humorous, serious.
- Cause and effect: signal words and logical connections.
- Predicting outcomes using evidence.
- Drawing conclusions from text and visuals.
- Practice with workplace emails, reports, and notices.
- Collaborative analysis of text excerpts.

Day 4: Critical and Evaluative Reading – Analysing and Assessing Texts

- Evaluating source credibility: author, date, purpose.
- Recognising bias and stereotypes in texts.
- Persuasive techniques: emotional appeal, loaded language.
- Comparing viewpoints across different texts.
- Fact-checking and verifying information.
- Developing personal responses with evidence.
- Practice with opinion pieces, advertisements, and social media.
- Group discussion: critical analysis of a selected text.

Day 5: Applying Skills to Defined Texts and Integrated Practice

- Review of all comprehension levels: literal, interpretive, critical.
- Defined texts: what they are and how to approach them.
- Structuring a response: summary, analysis, personal reflection.
- Workplace application: interpreting policies, forms, and manuals.
- Integrated practice: reading a defined text and writing a response.

- Peer review and feedback on responses.
- Self-assessment checklist against unit standard outcomes.
- Course wrap-up and assessment preparation.

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 **8 NQF credits** at **NQF Level 1**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 23,000.00	R 23,000.00
1	In-House	R 29,900.00	R 29,900.00
1	On-Campus (Pretoria)	R 34,500.00	R 34,500.00

UPCOMING SESSIONS

Start	End	Method	Venue
03 Aug 2026	07 Aug 2026	On-Campus	Pretoria, South Africa
03 Aug 2026	07 Aug 2026	On-Campus	Dubai, UAE
03 Aug 2026	07 Aug 2026	On-Campus	Cape Town, South Africa
03 Aug 2026	07 Aug 2026	On-Campus	Mauritius
03 Aug 2026	07 Aug 2026	On-Campus	Johannesburg, South Africa
03 Aug 2026	07 Aug 2026	On-Campus	Lagos, Nigeria
10 Aug 2026	14 Aug 2026	On-Campus	Mauritius
10 Aug 2026	14 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 119629) 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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