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 Reading Viewing Skills To Respond To Defined Texts Training

Communication Studies and Language / Language

Unit Standard 119632 · NQF Level 1 · 8 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the ability to read and view defined texts critically and respond appropriately in a range of contexts. It focuses on extracting meaning, analyzing structure and language, and evaluating content to formulate effective responses. By the end, learners will demonstrate competence in using reading and viewing strategies to engage with workplace and academic texts.

Category	Communication Studies and Language
Subfield	Language
Unit Standard	119632
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 and viewing strategies to extract explicit and implicit meaning from defined texts.
- Analyze the structure, language, and purpose of defined texts to determine their intended audience and effect.
- Evaluate the credibility and relevance of information within defined texts.
- Demonstrate the ability to synthesize information from multiple sources to formulate a coherent response.
- Implement appropriate formats and styles when responding to defined texts in written or oral form.

WHO SHOULD ATTEND

- This course is designed for individuals who need to interpret and respond to defined texts in their professional or academic roles, including administrative staff, supervisors, and entry-level managers.
- It is suitable for anyone seeking to improve their reading comprehension and response skills in a South African context.

COURSE OUTLINE

Day 1: Introduction to Reading and Viewing Strategies

- Active reading vs passive reading
- Types of texts: narrative, expository, persuasive, procedural
- Purpose and audience analysis
- Pre-reading techniques: skimming, scanning, previewing
- Literal comprehension: extracting explicit information
- Inferential comprehension: reading between the lines

Day 2: Critical Reading and Viewing of Texts

- Recognizing bias and subjectivity
- Tone, mood, and author's perspective
- Evaluating sources: authority, accuracy, currency
- Persuasive devices: ethos, pathos, logos
- Logical fallacies: straw man, ad hominem, false dichotomy
- Analyzing images, graphs, and layouts

Day 3: Responding to Texts – Summarising and Paraphrasing

- Summarising techniques: key points, supporting details
- Paraphrasing: rewording without changing meaning
- Synthesising: combining ideas from different sources
- Citing sources: in-text citations and reference lists
- Avoiding plagiarism: quoting, paraphrasing, summarising

Day 4: Text Analysis and Interpretation

- Text structures: cause-effect, problem-solution, compare-contrast
- Figurative language: metaphor, simile, personification
- Literary devices: irony, symbolism, imagery
- Comparing texts: themes, arguments, perspectives
- Building arguments: claim, evidence, reasoning

Day 5: Integration and Assessment

- Integrated practice: reading, analyzing, responding
- Writing a response: structure, clarity, evidence
- Summative assessment: comprehension and critical response
- Peer review and feedback
- Self-reflection: identifying strengths and areas for growth

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 16,900.00	**R 16,900.00**
1	In-House	R 22,800.00	**R 22,800.00**
1	On-Campus (Pretoria)	R 25,400.00	**R 25,400.00**

UPCOMING SESSIONS

Start	End	Method	Venue
07 Dec 2026	11 Dec 2026	Online	—
07 Dec 2026	11 Dec 2026	On-Campus	Bangkok, Thailand
07 Dec 2026	11 Dec 2026	On-Campus	Blantyre, Malawi
07 Dec 2026	11 Dec 2026	On-Campus	Nairobi, Kenya
07 Dec 2026	11 Dec 2026	On-Campus	Kinshasa, DRC
07 Dec 2026	11 Dec 2026	On-Campus	Johannesburg, South Africa
07 Dec 2026	11 Dec 2026	On-Campus	Abu Dhabi, UAE
07 Dec 2026	11 Dec 2026	On-Campus	Victoria Falls, Zimbabwe

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

HOW TO GET A QUOTATION OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 119632) and click **Get A Quotation**. 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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