



Accredited Africa Training Institute for Capacity Development

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

Tel: +27 12 004 8389 · Mobile: +27 65 077 6310

Email: apply@aaticd.co.za · Website: www.aaticd.co.za

COURSE BROCHURE

Use Basic Reading Receptive Skills To Respond To Defined Simple Texts Training

Communication Studies and Language / Language

Unit Standard 119633 · NQF Level 1 · 8 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with foundational reading skills to interpret and respond to simple, defined texts commonly encountered in workplace and everyday contexts. It builds confidence in extracting key information from short documents, instructions, and notices, enabling effective and appropriate responses in routine situations.

Category	Communication Studies and Language
Subfield	Language
Unit Standard	119633
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

- Identify the main purpose and key information in simple defined texts such as notices, instructions, and short reports.
- Apply reading strategies to locate specific details and follow written instructions accurately.
- Interpret common symbols, abbreviations, and visual aids used in simple texts.
- Respond appropriately to texts by completing forms, writing brief replies, or performing required actions.
- Evaluate the relevance and reliability of information from simple texts for defined tasks.

WHO SHOULD ATTEND

- This course is designed for entry-level employees, new recruits, and individuals who need to improve their basic reading comprehension to respond accurately to simple written texts in a professional or personal capacity.

COURSE OUTLINE

Day 1: Introduction to Reading Receptive Skills and Simple Texts

- Overview of receptive skills: listening and reading.
- Defining simple texts: signs, labels, short notes, forms.
- The reading process: pre-reading, during reading, post-reading.
- Identifying text purpose: to inform, instruct, entertain.
- Recognising text features: headings, bullet points, images.
- Practice: reading a simple instruction text.

Day 2: Decoding and Understanding Vocabulary in Context

- Context clues: definition, synonym, antonym, example.
- High-frequency sight words in simple texts.
- Vocabulary building: workplace, community, and personal contexts.
- Skimming for main ideas.
- Scanning for specific information.
- Practice: reading a short email or notice.

Day 3: Understanding Text Structure and Organisation

- Text structures: sequence, description, compare/contrast.
- Using headings and subheadings to navigate.
- Interpreting numbered steps and bulleted lists.
- Distinguishing main ideas from details.
- Note-taking and summarising techniques.
- Practice: reading a simple recipe or set of instructions.

Day 4: Critical Reading and Responding to Texts

- Fact vs. opinion: signal words and context.
- Making inferences: reading between the lines.
- Question types: literal, inferential, evaluative.
- Forming and expressing opinions about texts.
- Reading for practical purposes: forms, schedules, maps.
- Practice: reading a short article or advertisement.

Day 5: Integration, Assessment, and Application

- Review of key concepts from Days 1-4.
- Integrated reading task: reading a multi-paragraph simple text.
- Formal assessment: answering questions and completing a response.
- Real-world application: reading a job advertisement or community notice.
- Self-assessment and reflection.
- Action plan for ongoing reading practice.

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 119633) 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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