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 Writing Signing Skills Training

Communication Studies and Language / Language

Unit Standard 119638 · NQF Level 1 · 6 Credits · 3 Days

COURSE OVERVIEW

This course equips learners with the foundational skills to produce clear, accurate written communications in a business environment. Participants will learn to apply basic writing and signing conventions, structure documents effectively, and proofread their work for correctness.

Category	Communication Studies and Language
Subfield	Language
Unit Standard	119638
Accreditation	SAQA Accredited · NQF Level 1 · 6 Credits
Duration	3 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS — verifiable online

LEARNING OUTCOMES

- Apply basic writing and signing conventions to produce clear and grammatically correct texts.
- Demonstrate the ability to structure written communications logically and coherently.
- Analyze simple texts to identify and correct errors in spelling, punctuation, and grammar.
- Implement appropriate vocabulary and tone for different workplace contexts.
- Design short written messages, such as emails and notes, that convey information effectively.
- Evaluate own writing against set criteria and revise as needed.

WHO SHOULD ATTEND

- This course is ideal for entry-level employees, administrative staff, and anyone who needs to improve their basic writing and signing skills for workplace correspondence and documentation.

COURSE OUTLINE

Day 1: **Foundations of Basic Writing and Signing Skills**

- Introduction to unit standard 119638 and learning outcomes.
- Overview of communication modes: written and signed.
- Basic principles of writing: purpose, audience, and clarity.
- Introduction to South African Sign Language (SASL): alphabet and finger spelling.
- Common workplace signs: greetings, requests, and instructions.
- Practice writing short sentences and signing basic phrases.

Day 2: **Developing Competence in Writing and Signing**

- Structuring written texts: paragraphs, headings, and lists.
- Writing common workplace documents: notices, short reports, and emails.
- SASL grammar: sentence structure, negation, and question forms.
- Role-playing workplace conversations using SASL.
- Combining writing and signing: taking notes from signed instructions.
- Addressing barriers: literacy levels and hearing impairments.
- Practice exercises: write a memo and sign a request.

Day 3: **Application and Integration of Writing and Signing Skills**

- Review of key concepts and skills from Days 1 and 2.
- Advanced SASL: expressing opinions, giving directions, and handling emergencies.
- Writing complex texts: completing forms, drafting procedures.
- Simulated workplace tasks: conduct a meeting using both modes.
- Peer review and feedback on written and signed communications.
- Assessment preparation: criteria and expectations.
- Final assessment: produce a signed presentation and a written report.
- Course wrap-up and certification information.

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 **6 NQF credits** at **NQF Level 1**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 13,200.00	**R 13,200.00**
1	In-House	R 17,800.00	**R 17,800.00**
1	On-Campus (Pretoria)	R 19,800.00	**R 19,800.00**

UPCOMING SESSIONS

Start	End	Method	Venue
02 Dec 2026	04 Dec 2026	On-Campus	Victoria Falls, Zimbabwe
02 Dec 2026	04 Dec 2026	On-Campus	Mauritius
09 Dec 2026	11 Dec 2026	On-Campus	Bangkok, Thailand
09 Dec 2026	11 Dec 2026	On-Campus	Blantyre, Malawi
09 Dec 2026	11 Dec 2026	On-Campus	Nairobi, Kenya
09 Dec 2026	11 Dec 2026	On-Campus	Kinshasa, DRC
09 Dec 2026	11 Dec 2026	On-Campus	Johannesburg, South Africa
09 Dec 2026	11 Dec 2026	On-Campus	Abu Dhabi, UAE

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 119638) 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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