



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

Read View And Respond To A Range Of Text Types Training

Communication Studies and Language / Language

Unit Standard 119640 · NQF Level 1 · 6 Credits · 3 Days

COURSE OVERVIEW

This course equips learners with the skills to read, view, and critically respond to a variety of text types encountered in personal, social, and workplace contexts. Participants will develop the ability to analyze texts for purpose, audience, and bias, and construct appropriate responses. The training enhances literacy and communication competence essential for effective participation in the South African workplace and society.

Category	Communication Studies and Language
Subfield	Language
Unit Standard	119640
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 strategies to extract explicit and implicit meaning from a range of text types.
- Analyze texts to identify purpose, audience, register, and bias.
- Evaluate the effectiveness of texts in achieving their intended purpose.
- Construct coherent and appropriate written or verbal responses to texts.
- Demonstrate critical engagement with visual and multimedia texts.
- Implement techniques for summarizing and synthesizing information from multiple sources.

WHO SHOULD ATTEND

- This course is designed for employees and individuals who need to improve their reading, viewing, and response skills across different text types.
- It is ideal for those in administrative, supervisory, or management roles who regularly engage with reports, emails, articles, and digital content.

COURSE OUTLINE

Day 1: Foundations of Reading and Understanding Text Types

- Overview of text types: narrative, expository, descriptive, persuasive, and procedural.
- Purpose, audience, and context in text analysis.
- Pre-reading strategies: predicting, questioning, and activating prior knowledge.
- Skimming for main ideas and scanning for specific details.
- Literal comprehension: facts, sequences, and main ideas.
- Language features: vocabulary, sentence structure, and register.
- Practical exercises: identifying text types and extracting literal meaning.
- Reflection on reading strategies and their application.

Day 2: Interpreting and Analysing Texts Critically

- Inferential comprehension: reading between the lines.
- Identifying bias, perspective, and tone.
- Stylistic devices: metaphor, simile, irony, and rhetorical questions.
- Evaluating sources: authority, accuracy, currency, and objectivity.
- Comparative analysis: synthesising information from different texts.
- Critical thinking: questioning assumptions and identifying gaps.
- Group discussion: sharing interpretations and defending viewpoints.
- Practical exercises: analysing and critiquing selected texts.

Day 3: Responding to and Integrating Texts in Real-World Contexts

- Structuring responses: summary, analysis, and argument.
- Oral response techniques: presenting and defending interpretations.
- Synthesising information: integrating ideas from diverse texts.
- Real-world applications: reading reports, emails, policies, and media.
- Ethical use of sources: paraphrasing, quoting, and referencing.
- Peer feedback and revision of responses.
- Final assessment: produce a written response to a set of texts.
- Action plan for continued development of reading and response skills.

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 17,900.00	R 17,900.00
1	In-House	R 23,300.00	R 23,300.00
1	On-Campus (Pretoria)	R 26,800.00	R 26,800.00

UPCOMING SESSIONS

Start	End	Method	Venue
04 Aug 2026	06 Aug 2026	On-Campus	Pretoria, South Africa
04 Aug 2026	06 Aug 2026	On-Campus	Mauritius
05 Aug 2026	07 Aug 2026	On-Campus	Cape Town, South Africa
05 Aug 2026	07 Aug 2026	On-Campus	Lagos, Nigeria
10 Aug 2026	12 Aug 2026	On-Campus	Pretoria, South Africa
10 Aug 2026	12 Aug 2026	On-Campus	Mauritius
11 Aug 2026	13 Aug 2026	On-Campus	Abu Dhabi, UAE
11 Aug 2026	13 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 119640) 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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