



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

Business Writing Skills for the Workplace

Communication Studies and Language / Language

Unit Standard 12153 · NQF Level 4 · 5 Credits · 3 Days

COURSE OVERVIEW

This course equips learners with the practical writing skills needed to produce clear, concise, and professional business documents. It covers the full writing process—from planning and drafting to revising and editing—and applies it to common workplace texts such as emails, reports, and proposals. By the end, participants will be able to communicate effectively in writing, enhancing their professional credibility and productivity.

Category	Communication Studies and Language
Subfield	Language
Unit Standard	12153
Accreditation	SAQA Accredited · NQF Level 4 · 5 Credits
Duration	3 days
Training Method	On-Campus
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply the writing process (planning, drafting, revising, editing, and proofreading) to produce a range of business texts.
- Analyze the purpose, audience, and context of a writing task to select the appropriate format, tone, and style.
- Implement techniques for structuring documents logically, using headings, paragraphs, and transitions effectively.
- Demonstrate the ability to write clear, concise, and grammatically correct business documents, including emails, letters, and reports.
- Evaluate and revise drafts to improve clarity, coherence, and impact, and to eliminate errors.
- Design documents that convey information accurately and professionally, adhering to organisational standards and conventions.

WHO SHOULD ATTEND

- This course is ideal for professionals at any level who need to write as part of their job, including administrators, supervisors, managers, and technical staff.
- It is also suitable for individuals seeking to improve their business writing skills for career advancement.

COURSE OUTLINE

Day 1: Foundations of Business Writing

- Introduction to business writing and its importance
- The writing process: planning, drafting, revising, editing
- Audience analysis and purpose identification
- Principles of clarity, conciseness, and tone
- Common grammar and punctuation errors
- Formatting and layout of business documents

Day 2: Crafting Common Business Documents

- Email etiquette and structure
- Business letters: types and formats
- Internal communications: memos and notices
- Report writing: structure and executive summaries
- Proposal writing: persuasion and clarity
- Editing and proofreading strategies

Day 3: Advanced Applications and Digital Communication

- Writing for digital channels: websites, social media, and instant messaging
- Persuasive writing: proposals and sales letters
- Handling sensitive information and ethical writing
- Collaborative writing and giving/receiving feedback
- Final review and action plan for continuous improvement

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 **5 NQF credits** at **NQF Level 4**.

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 17,200.00	R 17,200.00
1	On-Campus (Pretoria)	R 19,800.00	R 19,800.00

UPCOMING SESSIONS

Start	End	Method	Venue
30 Sep 2026	02 Oct 2026	Online	—
05 Oct 2026	07 Oct 2026	In-House	—
13 Oct 2026	15 Oct 2026	On-Campus	Durban, South Africa
21 Oct 2026	23 Oct 2026	Online	—
26 Oct 2026	28 Oct 2026	In-House	—
03 Nov 2026	05 Nov 2026	On-Campus	Durban, South Africa
09 Dec 2026	11 Dec 2026	Online	—
14 Dec 2026	16 Dec 2026	In-House	—

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 12153) 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.

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 · WhatsApp: +27 65 077 6310 · apply@aaticd.co.za · www.aaticd.co.za