



**WRITE/PRESENT/SIGN TEXTS  
FOR A RANGE OF  
COMMUNICATIVE CONTEXTS**  
**Unit Standard: 119465**



**Course Information**



<b>Qualification Title</b>	Further Education and Training Certificate: New Venture Creation
<b>Course Title</b>	Write/Present/Sign Texts for a Range of Communicative Contexts
<b>Course Level</b>	3
<b>Course Credits</b>	5
<b>Course Duration</b>	Three days
<b>Cost of Course</b>	R 2 800,00 per delegate (excluding 15% VAT)

**Course Overview**

Learners at this level write/present/sign texts with complex subject matters and a need for various levels of formality in language and construction. They will be able to select text type, subject matter and language to suit specific audiences, purposes and contexts. Writers/signers can use linguistic structures and features to influence readers/their audience. They will be able to draft, redraft, and edit their writing/signing to meet the demands of a range of text types. They will be able to use language appropriate to the socio-cultural, learning, or workplace/technical environment as required. They explore presentation techniques as an alternative to writing/signing their texts.

## Further Education and Training Certificate: New Venture Creation

<p><b>Who Should Attend?</b></p>	<ul style="list-style-type: none"> <li>• This qualification is ideal for training potential or existing entrepreneurs who plan to run formal and informal Small, Micro, and Medium Enterprises.</li> </ul>
<p><b>Course Objectives</b></p>	<ul style="list-style-type: none"> <li>• Write/sign for a specified audience and purpose.</li> <li>• Use language structures and features to produce coherent and cohesive texts for a wide range of contexts.</li> <li>• Draft own writing/signing and edit to improve clarity and correctness.</li> </ul>
<p><b>Benefits</b></p>	<p>Benefits of this course include learning to:</p> <ul style="list-style-type: none"> <li>• Identify and solve problems using context to decode and make meaning individually and in groups in oral, reading/signing and/or written activities.</li> <li>• Work effectively with others and in teams using interactive speech/sign-in activities, discussion and research projects.</li> <li>• Organise and manage oneself and one's activities responsibly and effectively through using language.</li> <li>• Collect, analyse, organise, and critically evaluate information fundamental to the process of growing language capability across language applications and fields of study.</li> <li>• Communicate effectively using visual, mathematical and/or language skills in formal and informal communications in writing/signing.</li> <li>• Use science and technology effectively and critically using technology to access and present texts.</li> <li>• Understand the world as a set of inter-related parts of a system through using language to explore and express links, and exploring a global range of contexts and texts.</li> <li>• Contribute to the full development of oneself by engaging with texts that stimulate awareness and development of life skills and the learning process.</li> </ul>

## Course Content

<p><b>Course Modules</b></p>	<p>Course modules consist of:</p> <ol style="list-style-type: none"> <li>1. Write/sign for a specified audience and purpose.</li> <li>2. Use language structures and features to produce coherent and cohesive texts for a wide range of contexts.</li> <li>3. Draft own writing/signing and edit to improve clarity and correctness.</li> </ol>
<p><b>Certification and Assessments</b></p>	<p>All delegates who complete the summative assessment will be assessed, moderated, and receive a SOR (Statement of Results). Thereafter a Certificate of Competence from WWiSE (or SETA for qualifications) will be issued.</p>

## About WWISE

### Who are we?

World Wide Industrial & Systems Engineers (WWISE) is an ISO consultancy, training, business solutions, and systems implementation firm based in Southern Africa that provides clients with effective business processes management solutions in preparation for ISO compliance. The solutions we provide and implement allow our clients to compete favourably in modern competitive business environments, both locally and internationally. We also strive to be the leading training providers in SHERQ, ISO, Engineering, Finance, Business, and Project Management.

### What do we do?

Our services are aimed at the improvement of quality, efficiency, knowledge, and competitiveness of client companies. This service range includes:

- ISO and SHERQ Systems implementation services, whereby we assist clients in meeting the requirements of (but not limited to) ISO 9001, 14001, 22000, 31000, 27001, 20000-1, 50001, and ISO 45001 Standards.
- Integrated Management Systems development whereby we integrate several business systems and management solutions into a single management system to comply with standards.
- Training of all employees (Shop Floor to Executive Management) in the fields of SHERQ, Engineering, Finance, Business, and Project Management to meet job responsibilities and expertise requirements of International Standards.
- ISO and Legal Auditing which includes Gap Analysis Audits, Product, Process, Procedural, and Systems auditing by our registered SAATCA Auditors.
- Customised web-based solutions integrating current systems to be in line with ISO requirements.

We are a Level 1 BBBEE Contributor that specialises in systems development, consultancy, training, and auditing.