

## SKILLS DEVELOPMENT COURSE: BUSINESS WRITING SKILLS

### COURSE SPECIFICATIONS

<b>Course Code:</b>	SDF-BWS
<b>Course Length:</b>	1 Day
<b>Start Time:</b>	08:30
<b>End Time:</b>	15:30
<b>Place/Venue:</b>	Local or On-Site Training

### PURPOSE

Use the writing process to compose texts required in the business environment.

To promote clear, unambiguous communication in plain language and to improve the quality of written reports and other texts that are specific to a business environment.

### TARGET AUDIENCE

This course is designed for all employees.

### LEARNING OUTLINE

1. Use textual features and conventions specific to business texts for effective writing.
2. Identify and collect information needed to write a text specific to a particular function.
3. Compose a text using plain language for a specific function.
4. Organise and structure a text appropriately for a business function.
5. Present a written text for a particular function in a business environment.

### INCLUDES THE FOLLOWING

1. Course Material
2. Refreshments (Public/Local Course)
3. Light Lunch (Public/Local Course)
4. Notes & PoE (*if applicable*)
5. Parking (Public/Local Course)

### ACCREDITED CERTIFICATION

Currently, this course is only available for non-accredited training, and therefore candidates will receive a *Certificate of Training/Attendance*, as no form of assessment will take place.

### MERSETA TRAINING PROVIDER

Onetrust Training Solutions has received full accreditation as a **merSETA training provider**. Certification number: 17-QA/ACC/2313/21. We are also in the process of extending our scope of accreditation for most of our individual training courses and skills programmes.

### CONTACT DETAILS

Further enquiries may be directed to:

#### ONETRUST TRAINING SOLUTIONS (PTY) LTD

Vanderbijlpark | South Africa

**Tel:** +27 16 982 1651

**Cell:** +27 83 565 0915

**Email:** [admin@otts.co.za](mailto:admin@otts.co.za)