

Write/present/sign texts for a range of communicative contexts

119465

Purpose of this Unit Standard

Learners at this level write/present/sign texts with complex subject matter and a need for various levels of formality in language and construction. They 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 draft, redraft and edit own writing/signing to meet the demands of a range of text-types. They use language appropriate to the socio-cultural, learning or workplace/technical environment as required. They explore presentation techniques as an alternative to writing/signing own texts.

Learners credited with this unit standard are able to:

- Write/sign for a specified audience and purpose
- Use language structures and features to produce coherent and cohesive texts for a wide range of contexts
- Draft own writing/signing and edit to improve clarity and correctness

Learning Assumed To Be In Place And Recognition Of Prior Learning

The credit calculation is based on the assumption that learners are already competent in terms of the following outcomes or areas of learning when starting to learn towards this unit standard: NQF Level 2 Unit Standard entitled Write/present/sign for a defined context.

Outcomes

SO1: Write/sign for a specified audience and purpose.

SO2: Use language structures and features to produce coherent and cohesive texts for a wide range of contexts.

SO3: Draft own writing/signing and edit to improve clarity and correctness.

SAQA US ID	NQF LEVEL	CREDITS	US TITLE
119465	3	5	Write/present/sign texts for a range of communicative contexts

Duration: 2-days

Content

- Module 1
- Purpose, Audience And Context
 - 5W's & H
 - Text-Type, Style And Register
 - Tone
 - Style/Register
 - Use Of Email
 - Socio-Cultural Sensitivities
 - Bias And Stereotypes
 - Culture And Language Stereotypes
 - Convey Clear Messages
 - Convey Clear Messages
 - Use Critical Thinking Skills
 - Brainstorming And Mind-Mapping As Components Of Critical Thinking
 - Use Thinking Skills To Plan Writing
 - Have A Clear Point Of View
 - A Clear Point Of View
 - Show Research Skills
 - Apply Research Skills

- Module 2
- Use A Range Of Sentences
 - Use A Range Of Sentences
 - Paragraphs Must Be Coherent
 - Topic Sentences
 - Linking Words And Phrases
 - Conclusions Must Be Clear
 - Formulate Conclusions Clearly

- Module 3
- Writing/Signing Must Be Appropriate
 - Focus Your Writing
 - Check Your Writing
 - Redraft If Necessary
 - Ensure Correctness
 - Inappropriate Language
 - Identify Inappropriate Language
 - Use Different Layouts