

Business Writing Skills

What Can You Expect?

Today's business professionals communicate via many different written media. Our Business Writing Skills Course teaches the best practices to write clear, effective and professional business documents in the form of e-mails, letters and reports.

Who Should Attend?

Staff members that require professional and effective writing skills.

2 Day Course Content

- Identify and collect information to produce a well written and professional document
- Compose written documents
- Apply language structures and punctuation appropriately
- Organise and structure documents in a logical order
- Present written documents in the correct format
- Learn to create professional, clear & effective emails
- Compile a workplace report

Assessment Strategy

Keybase is accredited with the Services Seta. The assessment methodologies used in this course are to determine and recognise learner competence against the criteria in the related unit standard(s). Learners are required to successfully complete both Formative and Summative assessments.

Unit Standard Alignment

SAQA ID: 12153

NQF Level: 4

Credits: 5

This course is interactive and includes role-plays, group discussions, and practical activities to ensure a clear understanding of each topic.



Services Seta Accreditation No: 4135