



# REPORT WRITING & MEETING PREPERATION

NQF 4  
UNIT STD – 12153, 13934



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## OUTLINE

This short course introduces the junior manager to the preparation and procedures required in conducting a structured meeting to ensure that objectives are achieved.

The qualifying learner is capable of:

- Preparing for a meeting.
- Conducting a meeting.
- Dealing with differing views in a meeting.
- Distributing records of a meeting.

It is also intended 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, require a particular format and may include specified legislated requirements. The unit standard enables learners to recognise and effectively use textual conventions and features specific to business texts.

The qualifying learner is therefore also capable of:

- Using textual features and conventions specific to texts
- Identifying the intended audience for the communication
- Identifying the purpose of a text
- Selecting the appropriate text type, format and layout for the purpose
- Organising and structuring a technical text appropriately
- Using appropriate grammar conventions
- Drafting and editing a technical text
- Recognising errors and checking for accuracy
- Presenting the same information in different ways
- Using plain language in business

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## COURSE METHODOLOGY

This course is conducted with maximum use of practical application of the skills acquired. After facilitator led training has taken place via the course material, group work and scenario driven exchanges, participants will have opportunity to relate the information back to their work place and to practice their skills through the use of brainstorming, problem solving, case studies, role-plays and copy written training exercises. Within a relaxed and more fun environment participants will learn from each other, gaining knowledge and acquiring and reinforcing skills that will result in overall improved customer service performance.

## COURSE OBJECTIVES

Well written and reports and well prepared meetings show a professional understanding of business and business relations. We give you the ins-and-outs of writing and communicating in a professional context, using the actual tools that you would use in a real work-place situation. We help you acquire the skills you need to show professionalism in your business writing and meetings.

## EDGE TRAINING CONSULTANCY

Edge Training is an Accredited Training Provider with the Services Seta, Accreditation #1135. Edge is a Level 2 BBBEE Company with over 15 year's Human Development training experience in and around Southern Africa. Edge is able to provide training throughout South Africa with a National Footprint.