

# Literacy: Fundamentals

Based on SAQA's Unit Standard 14359, NQF Level 2, 5 Credits | 4 OPISA CPD Points

## Introduction

*This course is ideal for learners who didn't have the opportunity to finish school. It will equip learners with the basic skills to communicate effectively in the workplace.*

## Course Objectives

- Identify and interpret main ideas in different text types
- Identify and explain how readers/viewers/listeners/audiences are influenced in texts
- Write, read and respond to texts for a variety of purposes, audiences and contexts
- Use grammatical structures and writing/signing conventions to produce coherent and cohesive texts for specific contexts
- Adapt language to suit context
- Draft and edit own writing
- Use a range of reading and/or viewing strategies to make meaning of texts
- Identify and discuss how language structures and features may influence a reader/audience
- Use a variety of strategies to maintain communication
- Adapt language to accommodate socio-cultural sensitivities without losing own meaning
- Use knowledge of language structures and conventions to shape or decode meaning of unfamiliar vocabulary or constructions
- Organise and present information in a focused and coherent manner
- Identify and explain how speakers/signers influence audiences

## Course Outline

- Ensuring the learner can read/view for enjoyment, recognise elements of literary genres and respond to characters, events and contexts
- Using appropriate language patterns and structures, which take account of aspects of purpose, audience, context and format