



# The Southern African Institute of Government Auditors

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**ADVANCING AUDITING AND ACCOUNTABILITY**

2017

## Effective Writing Skills(Reports, Letters ,Emails and Memos)

Name of course	Duration	Cost including Vat	Scheduled Dates
Effective Writing Skills(Reports, Letters ,Emails and Memos)	4	R 7 410.00	<b>Depending on number of delegates available(minimum 20)</b>
<p><b>This course:</b></p> <p>When participants complete the “Effective Writing Skills” course, they will know how to:</p> <ul style="list-style-type: none"> <li>• compose clear, concise sentences</li> <li>• avoid common errors</li> <li>• write for a specific readership</li> <li>• structure their writing</li> <li>• use writing conventions successfully</li> <li>• analyse and edit their documents</li> <li>• write for different circumstances</li> <li>• create “user-friendly” documents.</li> </ul>	<p><b>Who should attend:</b></p> <p>Virtually all main activities of public sector organisations are communication-driven. This course is specifically designed to improve management related communications skills. Managers, management support staff, and any individual wishing to improve their writing ability will benefit greatly from attending this short course.</p>		

## CONTENT

Incorporated in the program for this four-day course are the following topics:

An orientation to marketplace and organisational writing

- The role reading plays in developing the skill
- An understanding of the organisation/department's voice
- Principles of effective business writing. These include being
  - Purposeful
  - Reader-directed
  - Business-minded
  - Clear and concise
  - Accessibly structured.
- Style and tone suited to the purpose
- Simplifying words, sentences and paragraphs to eliminate cumbersome writing.
- Grammatical principles to ensure technically correct documents
- Structuring sentences, paragraphs and content for easy sense
- Obtaining coherence and cohesion through links
- Thinking skills
  - Gathering information - Organising thoughts - Planning strategies
  - Reader's styles/needs
  - Elements of logic
- Planning: Starting the concept, objective, scope, depth, angle, reader, purpose, action required
- Drafting: Conclusions, headlines, executive summary, structuring information
- Editing (Forms a critical part of the training)
- Documents include: emails, memos, letters and reports. It is advisable to do minutes of meetings as an addition to the writing course or separately, as it also requires training in
  - Listening skills
  - The roles of the various participants
  - Verbal and non-verbal skills
  - Technical aspects
- Reports – all aspects are covered including:
  - The nature of reports, Preparation, Structuring (also graphs, figures and tables)
  - Argument/logic
  - Categories e.g. informative, evaluative, audit and annual reports.

Course content and focus of discussions may be adjusted and the emphasis changed depending on feed-back and questions from participants.

### **Presenters:**

Our presenters are a blend of professional managers, chartered accountants and educators with wide experience in the presentation of courses in the public sector. The high esteem of SAIGA courses has been developed over a number of years by involving only experts in the development

and presentation of the CPE opportunities. The presenters have been involved with numerous training initiatives in the public sector and the Public Finance Management Act in particular. They serve on various professional committees and have years of experience in the field of continued professional education and are supported by senior staff.

### **Certification and accreditation:**

This course forms part of the Public Finance Management Programme. For more information on the PFM Programme, visit our website: [www.saiga.co.za](http://www.saiga.co.za) The Public Finance Management Academy, will issue course participants with a certificate of attendance under the seal of the Southern African Institute of Government Auditors. Participants earn 25 Educational Credits (EC's) for attending this short course. The Public Finance Management Academy maintains a central register where these credits are administered. The ECs provide participants with focus and clearly stated objectives. This assists employers to monitor the continued professional education and training (CPE) progress, and the manner in which their staff is committed to CPE. The PFM Programme is developed and structured on the outcomes based education (OBE) model. This short course and its Educational Credits form part of the requirements for the Portfolio of Short Courses. In order to complete the Portfolio of Short Courses, participants have to meet two basic requirements: earn a minimum of 120 EC's and enroll for and complete an assessment. SAIGA and the Public Finance Management Academy utilise educational and professional experts to function as quality assurers of this course and the course design, structure and material are subject to quality control and assessment by these experts. National Treasury set up a Validation Board to "accredit" or "validate" short-term training programmes and to address coordination and quality issues which surround the programmes available to existing employees (this Board ceased to operate in 2006). The aims of the validation mechanism were to coordinate activities and to advise departments of relevant programmes which target identified needs and are delivered to a suitable quality. The Short Courses of SAIGA's Public Finance Management Programme was all accredited by the National Treasury's Validation Board until it ceased to operate in 2006.

### **Bookings:**

Since only a limited number of participants can be accommodated, bookings will be handled on a first-come-first-served basis. To avoid disappointment submit your registration as soon as possible.

Changes / cancellations: Tax invoices will be issued (faxed and posted) on receipt of your booking. Once a tax invoice has been issued the department/delegate will be held liable for payment of the full course fee. No refunds can be made, but alternative delegates (substitutes) may attend the same course at no extra cost. All booking changes or cancellations are charged at R1,539.00 (R1,350 plus 14% VAT) per delegate booking. No cancellations or changes in booking will be accepted if not received in writing at least 5 working days before the course. Invoices must be paid before the course starts. No certificates will be issued if payment is outstanding. Outstanding payments incur 2% interest per month. Due to the minimal information which banks provide in respect of direct deposits, participant have to fax their deposit slips / electronic transfer slips to the Secretariat and state the invoice number/(s) to which the deposit refers. As required by recent legislation, VAT numbers have to be provided with registration. The Institute reserves the right to cancel a particular course due to unforeseen circumstances e.g. insufficient bookings or unavailability of venues (in the last few years, only a few courses had to be cancelled). In such event, participants will be informed at least two weeks before the scheduled course date of such cancellations. Participants who have paid their fees will receive full refunds in the event of SAIGA cancelling a course SAIGA's liability in such event is limited

### **Accommodation:**

Participants are responsible for arranging their own accommodation. The Secretariat can provide details of accommodation in relative close

proximity to the training venues.

**Time schedule:**

The daily course program starts at 08:30 and ends at 16:00. On the last day of the course the program ends at 13:00 to accommodate participants' travel arrangements.