

# e-learning channel French language in the workplace

By Orthodidacte

*Practical course - 3d - 20 - Ref. 8FR*

*Price : 290 CHF E.T.*

Pourquoi ne pas perfectionner votre style d'écriture en français ? La qualité des écrits a une influence sur l'image que vous renvoyez en entreprise, sur la compréhension des messages et sur l'optimisation de vos échanges en interne comme en externe. Améliorer vos écrits vous permettra de prendre confiance en vous, de gagner en rapidité et en fluidité dans votre expression écrite, d'être plus autonomes dans votre travail, et de donner encore plus de sens à votre activité. Cette chaîne spécialisée vous permettra d'améliorer votre style rédactionnel. Vous y apprendrez de façon ludique, à éviter les pièges de la langue française et à rédiger plus efficacement, en choisissant les bons mots et expressions.

## Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Improve your spelling.
- ✓ Master the rules of grammar.
- ✓ Enrich your vocabulary.
- ✓ Produce writing that respects communication codes.

## Intended audience

Anyone wishing to improve their French language skills.

## Prerequisites

Have French as their mother tongue or have acquired level A2 in French (according to CEFR levels), and not be illiterate.

### PARTICIPANTS

Anyone wishing to improve their French language skills.

### PREREQUISITES

Have French as their mother tongue or have acquired level A2 in French (according to CEFR levels), and not be illiterate.

### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

## Practical details

### Digital activities

The soft skills structure: expert videos, interactive lessons, exercises, case studies, dictations and games.

### Mentoring

L'option tutorat propose un accompagnement personnalisé par un formateur référent ORSYS, expert du domaine. Adapté aux besoins, aux capacités et au rythme de chaque apprenant, ce tutorat combine un suivi asynchrone (corrections personnalisées d'exercices, échanges illimités par message...) et des échanges synchrones individuels. Bénéfice : une meilleure compréhension, le développement des compétences et un engagement durable dans la formation.

### Pedagogy and practice

Une évaluation diagnostique permet à chaque apprenant de commencer son apprentissage au niveau le plus adapté( de 1 à 4). Un parcours d'apprentissage personnalisé et adapté au niveau de l'apprenant comprenant des suggestions en fonction de ses besoins. Différents formats d'apprentissage avec des exercices répartis par thématique et adaptés au monde professionnel. Des ressources complémentaires comprenant des jeux, mises en situations, dictées et autres exercices.

## Course schedule

### 1 Assess your skills and start training

- Understand your training environment.
- Personalize your training by testing your knowledge.

### 2 Identify genders and spell words correctly

- Correctly spell the most common words in the French language.
- Spell numbers correctly.
- Spell compound words and expressions correctly.
- Correctly spell words with accentuation difficulties.
- Correctly spell words with silent letters.
- Correctly spell words with double consonant difficulties.
- Correctly spell words presenting various difficulties.
- Spell place names correctly.
- Master the use of abbreviations.
- Spell nouns and adjectives in the feminine correctly.
- Correctly spell nouns and adjectives in the plural.
- Identify the gender of nouns.

### 3 Distinguishing homophones

- Differentiate between grammatical homophones.
- Differentiate between lexical homophones.
- Differentiate between verbal adjectives and homophonic present participles.
- Differentiate between homophonic verbs and nouns.

### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

#### 4 Mastering conjugation

- Correctly conjugate verbs in the present tense.
- Correctly conjugate verbs in the future tense.
- Correctly conjugate verbs in the imperfect tense.
- Correctly conjugate verbs in the present conditional.
- Correctly conjugate verbs in the present subjunctive.
- Correctly conjugate verbs in the present imperative.
- Write past and present participle verbs correctly.
- Differentiate between endings that are pronounced the same.
- Respect and apply the concordance of tenses.
- Correctly place hyphens in conjugations.

#### 5 Knowing the different agreements

- Agree the adjective with the word it refers to.
- Agree the determiner and the noun.
- Agree the pronoun with the word to which it refers.
- Determine whether a noun should be written in the singular or plural.
- Correctly agree a verb with its subject.
- Agree the past participle used with the auxiliary avoir.
- Agree the past participle used with the auxiliary to be.
- Agree past participles used without an auxiliary.
- Recognize the auxiliary in past participle agreement.
- Correctly agree a verb with its subject.

#### 6 Develop your vocabulary

- Assign commonly accepted meanings to words.
- Be able to rephrase a sentence.
- Be able to find the synonym or opposite of a word.

#### 7 Use language registers and write effectively.

- Respect email communication codes.
- Respect the codes of professional written communication.
- Distinguish and vary language registers.

#### 8 Master the rules of grammar

- Use pronouns correctly.
- Use prepositions correctly.
- Use grammatical words correctly.
- Make the elision correctly.
- Correct use of capital letters and punctuation.

## Options

### **Certification : 92€ HT**

Certification en langue française Le Robert en option qui mesure le niveau de maîtrise de la langue française en contexte professionnel : Rédiger des écrits dans le cadre d'une activité professionnelle, en respectant les règles de la langue française, dans le but de communiquer efficacement à l'écrit. S'exprimer de manière adéquate (registre de langue, vocabulaire sélectionné, construction des phrases) dans un contexte professionnel défini, dans le but de se faire comprendre et de communiquer efficacement. L'épreuve se déroule en ligne sur 1h45 et comporte 350 questions avec 5 types d'exercices proposés : Dictées, phrases à corriger, QCM, phrases à compléter, enregistrement à compléter. L'examen se déroulant entièrement à distance, un ordinateur muni d'un micro et d'une caméra ainsi qu'une bonne connexion internet sont nécessaires. Nous vous invitons à tester votre matériel avant le début de l'examen.