

# Course : Get the best score for the Voltaire Certificate

*Practical course - 3.5 hours - Ref. 9VO*

*Price : 430 CHF E.T.*

Would you like to have your French grammar and spelling skills recognized? The Voltaire Certificate is an easy way to add value to your CV. This course will train you in the methodology and resources needed to obtain an optimum score on this exam.

## Teaching objectives

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

- ✓ Respect the spelling rules for words in the professional lexicon and conjugate and agree verbs.
- ✓ Correctly write grammatical and lexical homophones
- ✓ Consistent agreement of elements in a nominal group
- ✓ Differentiate between paronyms in professional lexicon and choose the right word for the right context

## Intended audience

Anyone wishing to take the Voltaire Certificate. Plan to register for the Voltaire Certificate no later than three weeks after the session.

## Prerequisites

Not be illiterate or illiterate. Be comfortable with the basic rules of French, or have taken the AGO code training course.

## Course schedule

### 1 Let's take another look at the fundamentals of French grammar.

- Conjugations in different tenses and modes.
- Agreement mechanisms for past participles with the auxiliaries "être" and "avoir".
- Rules for noun and adjective agreement (compound nouns, color adjectives).

### Hands-on work

Review exercises with explanatory reminders.

## PARTICIPANTS

Anyone wishing to take the Voltaire Certificate. Plan to register for the Voltaire Certificate no later than three weeks after the session.

## PREREQUISITES

Not be illiterate or illiterate. Be comfortable with the basic rules of French, or have taken the AGO code training course.

## 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.

## 2 Exam training

- Techniques for spotting errors in the Voltaire Certificate standard sentences.
- Timed mock test training.
- Reminder of paronyms and solecisms.

### Hands-on work

Repeated, intensive practice of difficulty points.

## 3 Personalized advice to participants

- Creation of a checklist of the most frequently asked grammar questions.
- Exam time management.
- Reminder of specific attention points for each participant.

### Hands-on work

Fun MCQs and a revision schedule to help you prepare for the exam.

## Options

### Certification : 140 € HT

Cette formation prépare à la certification Voltaire, avec un voucher et un simulateur d'examen en option. Le simulateur offre 20 heures d'entraînement sur l'orthographe, la grammaire et la rédaction de courriels, accessibles pendant un an. L'examen se déroule dans un centre spécifique à la date de votre choix, dure 3 heures et comprend une dictée de 2 lignes et un QCM de 195 phrases. Le Certificat Voltaire est envoyé par courrier postal 15 jours après l'examen, et le score est communiqué par e-mail quelques jours avant.

### 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](mailto:psh-accueil@orsys.fr) to review your request and its feasibility.