

# Course : Spelling and grammar, the basics

Practical course - 2d - 14h00 - Ref. AGO

Price : 1450 CHF E.T.

★★★★☆ 4,7 / 5

BEST

Have you ever been unsure of a grammar or spelling rule, feeling anxious about the written word? This course is designed to turn those uncertainties into confidence. Through fun, practical exercises, it revisits the essential basics of French spelling and grammar, reinforcing your writing skills. In record time, you'll learn to write with precision and fluency, gaining in speed and confidence. Ideal for those wishing to improve their professional writing, this course is the perfect springboard for achieving the Voltaire certification level "professional spelling".

## Teaching objectives

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

- ✓ Respect the spelling rules for words in the professional lexicon
- ✓ Correct verb conjugation and agreement
- ✓ Consistent agreement of the elements of a nominal group
- ✓ Choose the vocabulary best suited to the context
- ✓ Correctly write words with different meanings and the same pronunciation

## Intended audience

Anyone wishing to improve their written expression skills in a professional context

## Prerequisites

No

## Course schedule

### PARTICIPANTS

Anyone wishing to improve their written expression skills in a professional context

### PREREQUISITES

No

### 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.

## 1 An overview of the fundamentals

### Compétences visées

- Recognize and name the different grammatical categories in a text
- Define the grammatical functions of each word in a sentence
- Construct a sentence from given grammatical elements
- Know the uses and specific features of nouns, verbs, adjectives, determiners, adverbs, prepositions and conjunctions.

### Activités pédagogiques

- Practical exercises: writing a text with numerous spelling pitfalls
- Sentence analysis: divide sentences into words, identify their grammatical category and function

### Outils et méthodes

- Detailed grammar sheets with examples

## 2 Master common spelling conventions

### Compétences visées

- Apply the most common spelling rules
- Memorize spelling exceptions
- Identify and correct spelling errors in a text
- Know the specifics of consonant doubling in verbs and nouns, the plurals of simple nouns and compound words, the agreement of qualifying and color adjectives, the agreement and plurals of numbers.

### Activités pédagogiques

- Dictation: dictation of words, sentences and texts
- Letter games: crosswords, anagrams, etc.
- Text correction: correct texts containing spelling errors

### Outils et méthodes

- Revision sheets
- Quiz
- Mnemonic methods

#### 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.

### 3 Review and clarify the use of verbs

#### Compétences visées

- Conjugate verbs in different modes and tenses
- Agreeing the verb with its subject
- Use appropriate verb tenses according to context

#### Activités pédagogiques

- Conjugation exercises: conjugation of irregular verbs, pronominal verbs
- Text analysis: identify verb tenses and their function

#### Outils et méthodes

- Irregular verb conjugation table
- Verbal tenses

### 4 Avoid confusion and enrich your vocabulary

#### Compétences visées

- Identify homonyms, pleonasm and barbarisms
- Choosing the right word for the right context
- Use a precise and varied vocabulary in speaking and writing

#### Activités pédagogiques

- Vocabulary exercises: synonyms, antonyms, lexical fields
- Word games: charades, riddles
- Reading texts: analysis of vocabulary used

#### Outils et méthodes

- Thematic vocabulary cards

## 5 Optimizing written communication

### Compétences visées

- Organize ideas logically and coherently in a text
- Adapt language register and tone to the audience and the communication situation
- Express ideas clearly and concisely, avoiding ambiguities
- Reread and correct your text to improve its quality

### Activités pédagogiques

- Practical exercises: writing a variety of texts (letters, reports, curriculum vitae, etc.).
- Text analysis: study the structure, style and register of different types of text (newspaper articles, reports, professional e-mails, etc.).
- Group discussions: present and comment on texts produced and debriefing

### Outils et méthodes

- Writing workshop

### Options

**Certification : 140€ HT**

This course prepares you for Voltaire certification, with an optional voucher and exam simulator. The simulator offers 20 hours of practice in spelling, grammar and e-mail writing, accessible for one year. The exam takes place in a specific center on the date of your choice, lasts 3 hours and includes a 2-line dictation and a MCQ of 195 sentences. The Voltaire Certificate is sent by post 15 days after the exam, and the score is communicated by e-mail a few days beforehand.

### Dates and locations

#### REMOTE CLASS

2026 : 18 May, 11 June, 3 Sep., 15 Oct., 16 Nov.,  
7 Dec.