

# Course : Communicate effectively in English (A2 level)

## Communicating at work

*Practical course - 2d - 14h00 - Ref. EGA*

*Price : 1090 CHF E.T.*

Improve your English and gain confidence in your professional exchanges! This immersive course will provide you with the fundamentals of oral communication, including vocabulary adapted to everyday business situations. At the end of this two-day course, you'll have the keys to expressing yourself clearly, whether on the telephone or in meetings.

## Teaching objectives

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

- ✓ Improve your communication skills in an English-speaking professional context
- ✓ Use vocabulary and expressions appropriate to everyday work situations
- ✓ Participate in formal and informal business exchanges using simple, clear sentences

## Intended audience

Executives, managers, project leaders and staff in contact with international customers.

## Prerequisites

Avoir un niveau en anglais équivalent au niveau A2 du CECRL.

Le participant doit pouvoir :

- comprendre des phrases isolées et des expressions fréquemment utilisées
- communiquer lors de tâches simples et habituelles
- décrire avec des moyens simples sa formation, son environnement immédiat et évoquer des sujets qui correspondent à des besoins immédiats.

Un test de vérification de ce prérequis sera réalisé auprès de notre partenaire le British Council après inscription. Celle-ci ne sera définitive qu'après validation de ce test.

## PARTICIPANTS

Executives, managers, project leaders and staff in contact with international customers.

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## 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

## Practical details

### Hands-on work

Mises en situation basées sur des scénarios professionnels (réunions, discussions informelles, entretiens), prendre et laisser des messages téléphoniques en anglais, jeux de rôle pour améliorer sa confiance et son expression en anglais.

## Course schedule

### 1 Introduction to communication in professional English

- Acquire basic knowledge to improve interpersonal exchanges
- Use appropriate language to conduct a simple conversation in a professional setting
- Interact with your interlocutor: express interest, show surprise...

#### Hands-on work

Situational exercises and role-playing.

### 2 Communicating at meetings

- Participate actively in a meeting in English: speaking up, managing interruptions...
- Apply techniques to improve comprehension and oral expression.
- Use key expressions to lead a discussion and express your opinion.

#### Hands-on work

Simulated meetings.

### 3 Effective telephone communication

- Efficiently manage the reception and transmission of telephone communications.
- Acquire the vocabulary and formulations needed to express instructions over the phone.

#### Hands-on work

Simulations and role-playing.

## Options

Certification : 170€ HT

developed.

### 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.