

Course : Communicate effectively in English (level B1)

Communicating information with precision and clarity

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

Price : 1090 CHF E.T.



Have you mastered the fundamentals of oral communication in English and would like to perfect your skills? This course will teach you how to share detailed information, structure your ideas and write professional messages in a clear, precise and relevant way. You'll have strengthened your ability to express your point of view, prioritize your work and become more fluent and confident in English.

Teaching objectives

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

- ✔ Express yourself clearly and confidently in everyday business situations
- ✔ Structure your ideas to formulate effective business messages, both orally and in writing
- ✔ Write concise, well-organized professional e-mails, including sensitive changes and requests
- ✔ Express a point of view, ask precise questions and respond to objections or disagreements with diplomacy.
- ✔ Understand and extract relevant information from professional documents in English

Intended audience

Executives, managers, project leaders and employees in a professional context.

PARTICIPANTS

Executives, managers, project leaders and employees in a professional context.

PREREQUISITES

Avoir un niveau en anglais équivalent au niveau B1 du CECRL.

Le participant doit pouvoir :

- comprendre les points essentiels d'un langage clair et standard
- se débrouiller dans les situations de voyages courantes lorsque la langue cible est parlée

- produire un discours simple et cohérent sur des sujets familiers et dans ses

domaines d'intérêt

- raconter un événement, une expérience ou un rêve, décrire un espoir ou un

but et exposer brièvement des raisons ou explications pour un projet ou une idée.

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.

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

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Practical details

Hands-on work

Realistic simulations of professional situations, writing and correcting professional e-mails, role-playing and role-playing.

Course schedule

1 Interact effectively in the workplace

- Exchange detailed information on tasks or schedules
- Ask specific questions to clarify a request
- Use vocabulary appropriate to the professional context (meetings, logistics, reporting, etc.)
- Rephrase to confirm mutual understanding
- Propose solutions or adjustments to find common ground

Hands-on work

Role-playing in pairs: simulating a project meeting or a telephone conversation

2 Organize ideas and structure oral messages

- Define the objective of your intervention (inform, ask, suggest...)
- Use comparatives and superlatives to express preferences
- Summarize key points in a structured way

Hands-on work

Individual mini-presentations: compare the pros and cons of a topic.

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 to review your request and its feasibility.

3 Understand and process information in professional documents

- Quickly read an e-mail, memo or report to locate key information
- Identify the intentions of the message (request, information, warning...)
- Distinguish between essential and secondary elements in a professional document
- Rephrase important information orally or in writing

Hands-on work

Lecture individuelle : analyser des e-mails professionnels authentiques (anonymisés) Travail en groupe : créer une synthèse orale d'un document à partager à l'équipe Quiz interactif : repérer des erreurs d'interprétation et justifier ses choix

4 Write clear, structured professional e-mails

- Use common formulas to inform, ask, confirm or follow-up
- Explain a modification or change in an organization

Hands-on work

Rédaction individuelle : écrire un e-mail d'annonce de modification d'horaire ou d'équipe Exercice en binôme : corriger et reformuler un e-mail peu clair pour le rendre plus professionnel Feedback croisé : échange de productions avec grille d'analyse (structure, clarté, ton, efficacité)

5 React flexibly to unexpected events and sensitive exchanges

- Express a reservation or raise an objection diplomatically
- Handling a complaint or unsatisfactory request
- Reformulate a negative response constructively
- Maintain a professional posture in exchanges

Hands-on work

Jeux de rôle : gérer une situation de désaccord ou d'imprévu Débrief collectif : analyse des stratégies linguistiques utilisées Atelier en trinômes : observateur, acteur, interlocuteur pour faire tourner les rôles

Options

Certification : 170€ HT