

# Course : English for professionals - intensive week

*Practical course - 5d - 35h00 - Ref. EGV*

*Price : 2360 CHF E.T.*

NEW

This intensive week offers complete immersion in English to reinforce the oral and written communication skills of professionals. Thanks to realistic scenarios, continuous oral training and targeted writing workshops, you'll quickly develop your fluency, linguistic precision and autonomy in professional situations. The course combines methodological input, intensive practice and personalized feedback to guarantee rapid and lasting progress.

## Teaching objectives

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

- ✓ Communicate fluently in a variety of professional situations, both orally and in writing
- ✓ Structure and present information, projects or products clearly in English
- ✓ Write effective professional documents tailored to the target audience
- ✓ Develop operational, general and sector-specific vocabulary
- ✓ Interact, argue and negotiate in English with greater confidence

## Intended audience

Anyone wishing to improve their communication skills in English in a professional context.

### PARTICIPANTS

Anyone wishing to improve their communication skills in English in a professional context.

### PREREQUISITES

Avoir un niveau en anglais équivalent au niveau B1/B2 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

Training conducted entirely in English. Use of role-playing, professional simulations, listening and speaking exercises, writing assignments. Various media: videos, articles, audio extracts. Continuous assessment throughout the course + individual assessment at the end of the course.

## Course schedule

### 1 Consolidating basics and refresher courses

- Review essential grammatical structures (main tenses, modals, connectors).
- Clarify common professional usage: formulas, standard phrases, tone.
- Identify idiomatic expressions, false friends and tricky turns of phrase.
- Acquire the general and sector-specific vocabulary required for the job.

#### Hands-on work

Initial oral/written assessment + definition of personalized objectives.

Guided mini-dialogues to mobilize grammar and vocabulary.

### 2 Speaking with fluidity and confidence

- Use key phrases to start, maintain and end a conversation
- Present your role, missions and career path in a fluid manner
- Develop fluency with time-saving techniques ("thinking phrases")
- Reinforce your business vocabulary related to your sector

#### Hands-on work

Short conversations on professional topics. Role-playing (greeting a customer, explaining a problem, explaining a project). Micro-interviews with detailed feedback (intonation, rhythm, clarity).

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 Presenting information and speaking in public

- Organize a short, punchy presentation (structure, transitions, signposting)
- Describe a product, service, project or results
- Use visual aids or data (charts, figures, key messages)
- Adapt your speech to the audience and the issues at stake

#### Hands-on work

Exercises in intonation and rhythm to make speeches more lively.  
Simulations of sales presentations or internal projects. Simplified slide presentations and structured cross-feedback.

### 4 Argue, debate and manage complex interactions

- Conducting a meeting: giving the floor, reformulating, clarifying, concluding
- Argue and defend your ideas with courtesy and confidence
- Preparing for negotiations and expressing concessions, objections and compromises
- Managing sensitive exchanges: disagreements, misunderstandings, telephone calls

#### Hands-on work

Débat structuré sur un sujet professionnel. Simulations d'entretiens, négociations, appels de l'assistance client. Animation de réunions fictives (ordre du jour, échanges, décisions). Exercice d'écoute active avec reformulation en temps réel.

### 5 Produce effective professional writings

- Efficiently write e-mails, notes, minutes and short messages
- Use appropriate polite expressions, structures and tones
- Create more complex documents (presentations, summaries, briefs)
- Create or improve CV and cover letter in English (optional, depending on requirements)

#### Hands-on work

Express e-mail workshop. Collaborative rewriting of real documents provided by participants. Drafting of a final professional document (long e-mail, note, pitch deck) with personalized feedback.