

# Course : Advanced spelling and grammar

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

Price : 1540 CHF E.T.

★★★★☆ 4,6 / 5

Cette formation vous permettra d'améliorer votre style rédactionnel. Vous apprendrez à rédiger plus efficacement en choisissant les bons mots et expressions, et éviterez les pièges de la langue française. Ce cours couvre tous les sujets nécessaires pour viser le niveau orthographe expert de la certification Voltaire.

## Teaching objectives

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

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

## Intended audience

Occasional or regular writers who want to improve their writing style and expression.

## Prerequisites

Have completed the training course "Spelling and grammar, revising the basics" (Ref. AGO) or equivalent training and are not illiterate.

## Practical details

### Hands-on work

Quizzes and educational games, exercises for rewriting and improving texts.

## Course schedule

### PARTICIPANTS

Occasional or regular writers who want to improve their writing style and expression.

### PREREQUISITES

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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 developed.

## 1 A reminder of common spelling and a closer look

- Even more tips on how to write common words correctly.
- Master consonant doubling in verbs and nouns.
- Understand the specific features of simple and compound nouns.
- Accents, cedilla, umlaut: mnemonic methods.
- Agreement of qualifying adjectives and color adjectives.
- Getting rid of doubts about plurals.
- Reinforce your knowledge of gender and number agreements.

### Exercise

Spelling quiz before reviewing the rules.

## 2 Put an end to hesitations about verbs

- Know the subtleties of conjugation and tenses.
- Agree problematic past participles.
- Tense concordance and verb complements.
- Circumflex or not?
- Decomplexing verb agreements.

### Exercise

Troubleshooting.

## 3 Understand words better to use them correctly

- Know words and their endings.
- Words distorted and twisted.
- Identify nuances of meaning.
- Find the hidden meanings of words.
- Recognize the pitfalls: homonyms and paronyms.

### Hands-on work

Rewrite a text to clarify your thoughts.

## 4 Choosing the right expression

- Identify what is and isn't written.
- Choose the right little word.
- Avoid redundancies and pleonasm.
- Rephrase to avoid confusion and look for synonyms.
- Avoid all-purpose words and clarify your thoughts.
- Use the expertise of online dictionaries.
- Capital letters, abbreviations... Define appropriate formatting.

### Exercise

Cloze text to select the right expressions. Questions and answers in teams.

### 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.

## 5 Getting your message across with style

- Open up to new vocabulary.
- Find new ideas through the association.
- Know and use expressions for argumentation and giving your opinion.
- Articulate different ideas with linking words expressing union, consequence, cause, restriction...

### Hands-on work

Individual writing of a free text. Group presentation of texts and joint reflection.

## 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.

## Dates and locations

### REMOTE CLASS

2026 : 4 June, 17 Sep., 3 Dec.