

# Course : Spelling through play

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

Price : 1610 CHF E.T.

★★★★☆ 4,7 / 5

Writing plays a central role in employees' work. Mastering French spelling and grammar is essential to enhance your professional image. Essentially fun, this training course improves the approach to grammatical points and facilitates their acquisition on a daily basis at work.

## 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

Anyone who wants to improve their spelling and grammar quickly and easily.

## Prerequisites

No special knowledge required.

## Course schedule

### 1 Evaluate your mastery of the fundamentals

- Adjective agreement: compound adjectives, color adjectives, exceptions.
- The plural of compound nouns: rules and exceptions.
- Gender and number in question.
- Word categories: recognize nouns, verbs, adverbs and adjectives, and understand their respective uses.

### Hands-on work

Ludo-activity "like at the movies": playful short films on the essentials of the French language. Answer questions in sub-groups and debrief.

### PARTICIPANTS

Anyone who wants to improve their spelling and grammar quickly and easily.

### PREREQUISITES

No special knowledge required.

### 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.

## 2 Mastering past participle agreement

- With its direct complement and the use of the verb "avoir": placed before or after and special cases.
- The past participle with the verb "to be": less simple than it seems.
- Pronominal verbs: forms subject to exceptions.

### Hands-on work

Ludo-activity "sequel game": who can count up the most correct answers in a given time? Team speed exercise and collective debriefing.

## 3 Correct conjugation in all circumstances

- Apply tense concordances according to context.
- Distinguish between future tense and conditional tense in terms of meaning and usefulness.
- Identify the different uses of the indicative and subjunctive.

### Hands-on work

Ludo-activity "game with buzzers": who will find the right ending and mode to use? Team speed exercise and collective debriefing.

## 4 Juggling with words

- Avoid recurring pitfalls: some/which, all/all, when/when/when in...
- Avoid repeating terms in an expression or pleonasm.
- Find the right word to accurately express your ideas: synonyms, lexical fields.

### Hands-on work

Ludo-activity "board game": in 1 minute maximum, give the right answer. Discussion and debriefing.

## 5 Write flawless, reproachless e-mails

- Eliminate unpleasant turns of phrase.
- Choose the right plan for your message.
- Use capital letters and accents appropriately.
- Punctuate information to make it understandable.

### Hands-on work

Ludo-activity "le mail diabolique": a difficult text for a team correction game. Debriefing.

### 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.

## 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 : 28 May, 8 Oct.