

# Course : Building a well-argued plan for a written competition or professional exam

**Composition, notes, files, reports, dissertations**  
*Practical course - 2d - 14h00 - Ref. PCB*  
**Price : 1400 CHF E.T.**

Developing ideas according to a logical plan is one of the major difficulties posed by composition and grade tests, or writing a report or dissertation. One of the keys to success is learning how to write a well-constructed, relevant copy that complies with the requirements.

## Teaching objectives

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

- ✓ Analyze a subject to find the right answer
- ✓ Adopt the right plan for the job
- ✓ Developing and organizing ideas and information
- ✓ Constructing and articulating different types of plans
- ✓ Knowing the main forms of writing for competitive and professional exams

## Intended audience

Any candidate for a competitive or professional examination who has to write a structured essay, dissertation, note, file, report or dissertation.

## Prerequisites

No special knowledge required.

## Practical details

### Hands-on work

Practice exercises: understanding a topic, developing and organizing ideas according to a plan, writing.

### Teaching methods

De nombreuses mises en pratique posent les bases d'un entraînement très concret. Les participants sont incités à se documenter sur les spécificités des épreuves qui les attendent.

## Course schedule

### PARTICIPANTS

Any candidate for a competitive or professional examination who has to write a structured essay, dissertation, note, file, report or dissertation.

### 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.

### 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.

## 1 Understanding expected copy

- Master the writing style indicated by the test title.
- Know what makes a good copy (number of parts, etc.).
- Analyze annals and jury reports to identify good and bad practices.
- Understand the significance of the subject in the context of the competition or professional examination.
- Adopt the right tone for the competition or exam being presented.
- Guard against irrelevancies and dead ends.

### Digital activities

On-line documentation on the reality of the tests: jury reports, good copies...  
Exchange experiences.

#### 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.

## 2 Developing and organizing ideas

- Analyze a subject to deduce a plan.
- Put the subject in context and problematize it.
- Increase your fertility with creativity techniques.
- Find the right ideas and examples to make yourself stand out.
- Analyze: push your thinking as far as possible.
- Think without taboos: examine the pros, cons and implications.
- Select useful ideas and arguments.

### Hands-on work

Analyze a subject, understand its meaning and implications, then draw out the substance to feed your copy.

## 3 Building your copy

- Know the types of plans according to events and disciplines.
- Build any plan to order.
- Use techniques to prioritize and articulate ideas.
- Use the subject to develop your argument.
- Writing an introduction, conclusion and transitions.
- Articulate and formalize your ideas in paragraphs and sections.
- Develop a clear argument.

### Hands-on work

Organize scattered ideas into a plan. Writing an introduction.

## 4 Writing in a test situation

- Improve your style by making it simple, neutral and yet lively.
- Master stylistic synthesis techniques.
- Enrich your vocabulary before the test to help you find the right words.
- Rhetoric: hook, punchline, argument and figures of speech.
- Manage your writing time during the competition.
- Go from draft to clean with relevance.
- Write neatly for easy reading.

### Hands-on work

Write a paragraph and rework it. Improve writing skills through exercises.