

# Course : Spelling and written expression - Preparing for the Voltaire certificate "Professional" level

RS7113

*Practical course - 3d - 21h00 - Ref. VLT*

*Price : 2280 CHF E.T.*

NEW

This course is designed to perfect your writing style. You'll learn to write with greater clarity and impact, choosing the most appropriate words and expressions while avoiding the pitfalls of the French language. It is an effective preparation for the Professional level of the Voltaire Certificate.

## Teaching objectives

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

- ✓ Writing without mistakes
- ✓ Spot simple mistakes
- ✓ Constructing a complex sentence
- ✓ Mastering complex verbal modes
- ✓ Write clear, impactful text

## Intended audience

Not be illiterate or learning French as a foreign language (FLE).

## Prerequisites

Placement test: a minimum score of 30% on the placement test is required: a minimum level of B2 in the European Framework, mastery of the basics of the French language.

### PARTICIPANTS

Not be illiterate or learning French as a foreign language (FLE).

### PREREQUISITES

Placement test: a minimum score of 30% on the placement test is required: a minimum level of B2 in the European Framework, mastery of the basics of the French language.

### 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.

## Certification

L'examen final, le Certificat Voltaire, dure 3 heures 30, hors temps d'accueil et d'installation. Il comprend une dictée, une rédaction, un QCM d'orthographe et un QCU de vocabulaire. Le score sur 1 000 points détermine le niveau atteint : 300 (Orthographe – Niveau Technique), 500 (Niveau Professionnel), 700 (Niveau Affaires), 900 (Niveau Expert). Un score sur 9 évalue également les compétences rédactionnelles. Cette certification valorise les aptitudes à rédiger sans fautes, avec clarté et précision, dans un contexte professionnel. Le lien pour visualiser le détail de la certification enregistrée au RS :

<https://www.francecompetences.fr/recherche/rs/7113/> Date d'enregistrement de la certification : 28 Mars 2025. Date d'échéance de la certification : 28 Mars 2030. Le voucher de la certification VOLTAIRE est inclus dans le prix de la formation.

## Practical details

### Practical and digital activities

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

## Course schedule

### 1 Presentation of the training course

- Pre-training assessment.
- Self-adapting refresher course (10h minimum), accessible for 1 year via the Projet Voltaire platform.
- Face-to-face or distance learning: 21h.
- Written tutoring and video or face-to-face coaching: 3 hours.
- Voltaire certificate test: 3h30.
- Total duration: 34h, variable according to learners' prior knowledge.

### 2 Basic spelling and agreement

- Avoid mistakes and reinforce mastery of basic rules.
- Common spelling and mnemonic tricks.
- Adjective agreement, compound nouns, plurals.
- Homophones, paronyms, common pitfalls.

#### Hands-on work

Dictées flash et jeux linguistiques.

### 3 Reformulation and concision

- Produce clear, precise, structured writing.
- Avoid pleonasm and redundancies.
- Choosing the right word, synonyms.
- Formatting, abbreviations, capitalization.

#### Hands-on work

Réécriture de textes et utilisation de dictionnaires en ligne.

### 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.

#### 4 Writing to convince

- Adapt your style to your reader and make your message powerful.
- Identify reader expectations.
- Clarify a complex subject.
- Choose the right type of writing.
- Style, flow, linking words.

##### Hands-on work

Exercises in style.

#### 5 Final proofreading and correction

- Write flawlessly and professionally.
- Proofreading for spelling, syntax and style.
- Language levels.
- Fluidity and sobriety.

##### Group discussion

Cross-reading workshop and collective feedback

## Dates and locations

### REMOTE CLASS

2026 : 29 June, 28 Sep., 14 Dec.