

Course : English refresher course - intensive week

Practical course - 5d - 35h00 - Ref. EGU

Price : 2360 CHF E.T.

NEW

This intensive week will enable you to quickly consolidate your English fundamentals and strengthen your oral and written fluency. Thanks to our immersive teaching methods, you'll develop more fluent, precise and professional communication skills. You'll acquire linguistic reflexes and practical tools that can be directly applied in the workplace.

Teaching objectives

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

- Communicate more fluently in everyday business situations
- Use a wide range of vocabulary appropriate to your activity and business environment
- Reinforce essential grammatical structures to produce clear, correct messages
- Express yourself with confidence thanks to more precise pronunciation and improved intonation

Intended audience

Anyone wishing to quickly brush up their written and spoken English.

Prerequisites

Avoir un niveau en anglais équivalent au niveau A2 du CECRL.

Le participant doit pouvoir :

- comprendre des phrases isolées et des expressions fréquemment utilisées
- communiquer lors de tâches simples et habituelles
- décrire avec des moyens simples sa formation, son environnement immédiat et évoquer des sujets qui correspondent à des besoins immédiats.

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.

PARTICIPANTS

Anyone wishing to quickly brush up their written and spoken English.

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.

Practical details

Hands-on work

Active, immersive approach, with exchanges 100% in English. Alternating group workshops, pairings, individual exercises and role-playing. Use of a variety of media: videos, podcasts, dialogues, business documents. Individualized feedback and continuous assessment.

Course schedule

1 Develop useful and immediately reusable vocabulary

- Identify key words and expressions in everyday conversation
- Learn how to introduce yourself, describe your background and interact in a professional context
- Enrich your business vocabulary (sector-specific terminology, technical expressions)
- Use the most common idiomatic expressions to gain naturalness
- Use model sentences to facilitate exchanges

Hands-on work

Workshop: introduce yourself, describe your role, ask relevant questions.

Lexical maps: creating and using thematic mind maps. Business scenarios: presenting your position, your company, a product.

2 Consolidate the basics of grammar and conjugation

- Understand the essential rules of grammar for everyday use
- Apply the most commonly used tenses in speaking and writing (present, preterite, present perfect...).
- Correct use of pronouns, adjectives, articles and logical markers
- Identify key words that trigger the use of tenses and structures
- Correct the most common errors to improve precision

Hands-on work

Workshop: solving contextualized grammatical micro-problems (e-mails, dialogues). Oral application exercises: recount a past event, explain a current project. Micro-edits: reformulating incorrect or approximate sentences.

3 Strengthen your listening skills

- Identify everyday vocabulary and expressions in a variety of audio sources
- Understand speakers with different accents (British, American...)
- Analyze short messages in a professional context (voice messages, instructions, meetings)
- Anticipate key information using linguistic and contextual clues
- Progress through targeted comprehension strategies

Hands-on work

Guided listening: excerpts from podcasts, professional videos, interviews.

Accent recognition workshop using short dialogues. Analysis of film scenes: understanding idiomatic expressions and natural language.

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.

4 Express yourself with ease and confidence when speaking

- Use standard phrases to intervene spontaneously
- Present your business, product, service or project
- Argue and defend a point of view using appropriate formulations
- Lead or actively participate in a simple meeting
- Interact in a variety of professional situations (reception, telephone, briefing, etc.)

Hands-on work

Role-playing: intake interview, explaining a problem, presenting a project.

Guided debates: expressing an opinion, developing a simple argument.

Workshop: 2-minute individual presentation. Professional simulations: short meeting, product pitch, customer exchange.

5 Produce simple, effective professional documents

- Write clear, structured e-mails
- Use formulas adapted to the professional context
- Build a coherent message (introduction, development, conclusion)
- Use precise vocabulary to argue or inform
- Adapt tone and politeness to the recipient

Hands-on work

Workshop: writing professional e-mails (request for information, thank you, follow-up). Collaborative correction of writing. Reformulation: transforming a clumsy message into a clear, professional one. Thematic exercises: writing a brief note, an instruction, a mini-report.

6 Improve pronunciation and intonation

- Identify difficult sounds and produce them correctly
- Work on intonation to make your speech more natural
- Mark tonal accents to improve comprehension
- Regulate your flow and breathing for greater fluidity

Hands-on work

Workshop on key British and American sounds. Expressive reading: work on rhythm, pauses and sequences. Shadowing: simultaneous repetition of short dialogues. Intonation exercises: rising and falling sentences, questions, confirmations.