

Course : Improving written communication through play

edutainment training - optional Voltaire certification

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

Price : 1610 CHF E.T.

 4,8 / 5

Vous souhaitez améliorer vos compétences rédactionnelles en français grâce à une approche innovante et ludique. Dans cette formation vous suivrez les aventures d'un personnage qui vous aidera à rédiger des mails efficaces, élaborer des plans adaptés, adopter un style pour être vite compris et gagner en conviction.

Teaching objectives

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

- ✓ Write according to your editorial objective and target audience
- ✓ Improve the effectiveness of your writing
- ✓ Organize your ideas into clear, concise plans
- ✓ Write a report, summary note or slide show
- ✓ Selling your ideas in writing

Intended audience

Anyone who wants to improve their French-language writing skills for documents such as e-mails, reports... in a fast, fun way.

Prerequisites

No special knowledge required.

Practical details

Teaching methods

For you, we've created storytelling tools to help you improve while having fun.

Course schedule

PARTICIPANTS

Anyone who wants to improve their French-language writing skills for documents such as e-mails, reports... in a fast, fun way.

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.

1 Putting your subject in perspective

- Assess the reader's level of knowledge.
- Estimate the number of readers.
- Determine the expected objective.
- Anticipate the circuit followed by your writing.

Exercise

Take stock of your writing skills with an interactive tool.

2 Putting ideas in order

- Visualize your ideas with a mind map.
- Opt for a dynamic hook with words that hit home.
- Choose the type of arguments to use.
- Write a conclusion to persuade and move the reader to action.
- Prioritize your ideas to present them in a straightforward or progressive way.

Exercise

An intruder has invited himself to your training session. You're going to have to inform the authorities and ask them to put a stop to it.

3 Choosing the right style

- Use appropriate vocabulary to make yourself easily understood.
- Choose appropriate sentence structures and paragraph sizes.
- Take into account the reader's comprehension mechanisms.
- Facilitate reading by integrating linking words.

Exercise

The intruder threatens to attack everyone's property. It's vital that you warn any potential victims of this character to avoid the worst.

4 Handle complex documents with ease

- Distinguish between minutes and reporting.
- Learn how to write an executive summary.
- Create a dynamic and convincing slide show.

Exercise

You'll have to help an investigator process information about the intruder and write a report and summary note. The higher-ups will also want to see your PowerPoint presentation on the case.

5 Discover the benefits of speed reading

- Widen your field of vision.
- Understand the link between reading strategy and time management.
- Apply selective reading and spotting techniques.
- Getting to the point: skimming and scanning.

Exercise

You'll need to locate essential information to enable the police to make progress in apprehending the intruder.

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.

6 Getting to the bottom of it

- Beware of certain common expressions.
- Avoid paronyms and pleonasms.
- Correct recurring grammatical errors once and for all.
- Use keywords.

Exercise

Speed quiz and effective sentence writing. You'll get to the bottom of it all...

Options

Certification : 310€ HT

Cette formation prépare les candidats à la certification Voltaire épreuves « Orthographe » et « Expression », et donne accès à la plateforme d'entraînement (en une seule option indivisible). Les deux examens ont lieu en présentiel à la date de votre choix après la formation dans un centre spécifique et doivent être espacés d'au moins un mois. L'épreuve « Orthographe » dure 3 heures et se compose d'une dictée de 2 lignes et d'un QCM de 195 phrases. L'épreuve « Expression » dure 2 heures avec un questionnaire de vocabulaire et la rédaction d'une synthèse suite à l'écoute d'un texte. Votre Certificat Voltaire vous est envoyé 15 jours après l'examen par courrier postal et quelques jours avant, vous aurez reçu votre score par e-mail.

Dates and locations

REMOTE CLASS

2026 : 12 Mar., 18 June, 14 Sep.