



**Improve your communication skills to become more efficient at work.**

**Purposes**

- Communicate easily with the team and the company's partners.
- Use and produce written documents.
- Master linguistic knowledges in order to write and speak.

**Methods and means**

- Method based on action.
- Mediums adapted to your needs.
- A learning platform on line.

**Contents**

**Contents are adapted to the participant's needs at work and to his/her starting level in French.**

Here are some main elements, adjustable as the case may be:

- To present a person, a job. (ex : during professional meetings, interviews, etc.)
- To describe activities, products, services. (ex: sell a product, explain tasks, etc.)
- To explain processes. (ex : an operational mode, an administrative procedure, etc.)
- To express a point of view, argue.
- To write and complet professional documents (ex: mails, reports, memorandums, etc.)
- To read professional documents (ex : articles, letters, brochures, etc.)
- To interact with clients (ex : to welcome a client, to interact by phone, etc.)
- To adapt the language register to the situation.
- Master the linguistic points studied in class. (grammar, vocabulary, phonetic)

**Knowledges assessment**

- 1 A **starting test** to evaluate your knowledges and skills ahead of the training.
- 2 **During the training**, tests on specific points approached in class.
- 3 At the end of the training, a **final test** to assess your progress.
- 4 If the participant or his/her company wants, he/she can pass a **DCL Français langue étrangère**.

**Rates**

Those sessions take place during the day, between Monday and Friday.  
The frequency and the rythm are defined with the participant and the company.

Period	Privates		Companies	
	individual	Group*	Individual	Group*
10h	350,00 €	400,00 €	500,00 €	550,00 €
20h	680,00 €	780,00 €	980,00 €	1 080,00 €
30h	990,00 €	1 140,00 €	1 440,00 €	1 590,00 €

\* Rate applied for the whole group, counting 10 people max. by group in the whole session.  
Some trip costs are applied in addition if the training place is 15 km away from Strasbourg.