



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.

84% de réussite

### 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 complete 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

You need to have a A2 level as a minimum to integrate the course.

- 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**.  
Some trip costs are applied in addition if the training place is 15 km away from Strasbourg.

### And after?

You can integrate a "formation préalable au CléA" or "rédiger sans erreur".