



Collective (15 people maximum on site) or individual classes

Improve your communication skills to become more efficient at work.

Purposes

- Communicate simply with the team and the company's partners.
- Use and produce simple 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

80% of
success

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 know how to present yourself. (ex : during professional meetings, interviews, etc.)
- To describe activities, a routine. (ex : tasks, actions done or to do, etc.)
- To describe simply products and services
- To write and complete forms and simple messages
- To read simple professional documents (ex : brochure, schedule, production forms, etc.)
- To interact with clients (ex : to welcome a client, to interact by phone, etc.)
- To master the linguistic points studied in class (grammar, vocabulary, phonetic)

Knowledges assessment

You need to know how to write, read and have a basic conversation in French 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 professionnel**.

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.

And after?

You can integrate a "**FLE à visée professionnelle**" intermediate level and pass the DCL FLE.

Disable people welcoming

The *Apostrophe FLE* site is not adapted to physically disabled people: we could rent other locales adapted if needed. Please contact us.