

Written communication in the professional world

Length :	2 days
Venue :	Your facilities/Online
Calendar :	TBA
Group size :	5 to 15 persons
Target audience :	Ph.D. students
Trainer:	Raluca Marginas, Marine Pansu

Prerequisites: Fluency in French or English. Trainees bring all documents in their possession (reports, briefs, notes, etc.).

The course enables participants to analyze situations, find and experiment with the right words and forms.

The module encourages rapid application of theoretical knowledge and the widest possible range of practical applications.

The trainer's role is to make the most of personal experience.

Overall pedagogical objective

Acquire greater proficiency in professional and technical writing

Specific pedagogical objectives

- Identify your difficulties
- Understand the mechanisms of writing.
- Know the principles of written communication

Teaching method

Interactive training with numerous group and individual exercises.
Role-playing exercises.

Programme

- Personal assessment
- Exercises highlighting the strength of the stated rules (Work on: purpose, plan, syntax, spelling... legibility)
- Writing effective messages (Minutes, reports, articles, administrative and commercial correspondence...)
- Illustrated theoretical presentation of the principles of written communication
- Work on words and “manner”.
- Practical exercises to analyze and design professional written messages
- Checking the efficiency of writing practice
- Real-life situations based on role-playing, fun exercises and documents drawn from the participants' professional environment.

This course is offered in English and French.