

Synthesizing to engage

Length :	2 days
Venue :	Your facilities/Online
Calendar :	tba
Group size :	from 5 to 15 persons
Target audience :	Ph.D. students
Trainers :	Marine Pansu, Raluca Marginas, Aneline Dolet

The course aims to improve the efficiency, clarity and conciseness of professional, administrative and technical writing. It enables you to analyze situations, and find and experiment with the right words and forms.

Prerequisite

Trainees bring with them significant examples of written documents in their possession (reports, dissertations, notes, etc.), whether they are the authors or the readers. At the end of the course, trainees will have all the tools to produce their own synthetic professional writings.

Overall pedagogical objective

Writing to interest and be read

Specific pedagogical objectives

- Understanding the rules and mechanisms of professional writing (method, principles, purpose...)
- Defining the nature and form of useful texts according to circumstances
- Selecting the appropriate mode of communication for each situation and each correspondent

- Achieving harmonious, serene and effective writing (from notes to reports, including different types of correspondence).
- Developing synthesis and reformulation skills
- Mastering the principles of professional writing (objectives, plan, construction...)

Teaching method

Interactive training with group and individual exercises

Programme

- Personal assessment
- Strength of stated rules (purpose, plan, syntax, spelling, readability...)
- Write effective messages (minutes, reports, articles, administrative and commercial correspondence), working with words and style.
- The principles of written communication
- Analysis and design of professional written messages
- Reminder of spelling rules

This training is held in English and French.