

General & business language training in English, French as a second language, Spanish, Italian, German, Dutch. (other languages on request)

GENERAL OBJECTIVE OF THE TRAINING

CLOE certificate in a foreign language.

CURRICULUM

- Communicate efficiently in a foreign language.
- Operate and / or level up your language skills.
- Improve your understanding, pronunciation and expression.
- Broaden your general and business vocabulary.
- Introduce yourself, ask questions, speak fluently, give a speech, answer the phone, write emails, reports or presentations in a professional context.
- Work in an international environment.

TRAINING CONTENTS

Personalize your training courses, according to your initial level, the professional context and your personal objectives. Examples of possible curricula:

General context :

Communicate efficiently in the target language.
Take up the basics day-by-day.
Build up a vocabulary base.
Get to know grammar rules.
Understand basic instructions.
Provide efficient writings.

Professional context :

Greet a client, a supplier.
Communicate with a foreign language speaker.
Get to know cross-cultural aspects.
Hold a conversation at a business lunch.
Small talk, exploring non professional topics.

Incoming phone call :

Identify the caller and the subject matter.
Ask questions and rephrase in the target language.
Take a message and contact information.
Put a call through.
Provide useful information.
Get off the call.

Outgoing phone call :

Introduce yourself.
Request for a specific person or a department.
State the subject matter of the call.
Get information.
Leave a voicemail message
End a call.

Speaking skills :

Introduce yourself efficiently.
Present your company and its activity.
Present your department and your assignments.
Speak at a meeting or an appointment.
Present your products, your clients.

Writing skills :

Handle formal and informal writing styles.
Find out usual standard phrases.
Write emails (openings, pickup lines, greetings...)
Write minutes.

KEY POINTS OF THIS TRAINING

Flexible training which is tailored to your needs. It is based on a fun educational approach. You will level up your language skills whether in a professional or a personal context.

EXPECTED RESULTS AFTER THE TRAINING

At the end of your training courses, you will be able to:

- Speak more fluently.
- Upgrade your oral understanding.
- Level up your daily and business vocabulary.
- Strengthen grammar and your oral expression.

PUBLIC CONCERNED

Anyone who needs to communicate in the target language.

PREREQUISITE

Training courses for adults.

No specific degree, qualification or certificate is required.

TERMS AND CONDITIONS

CPF Training :

Organisation : individual training.

Method of teaching : online.

Term : according to the selected package .

Dates : on demand.

CPF fee: see and click on the links below.

Accessibility : online training, accessible to the disabled.

Set time limit after registration : legal time limit.

Teaching resources : both theory and role-playing teaching.

Assessment: intake assessment and CLOE Certificate.

Intra-company training:

Organisation : individual training or small group training.

Delivery method : online and / or face-to face training in your company.

Term : according to the required package.

Dates : on demand

Intra-company fee : on demand, please contact us.

Accessibility : online training, or in your company. Please provide us information about accessibility to the disabled. Set time limit after registration : legal time limit.

Teaching resources : both theory and role-playing teaching. with case studies and analysis tools.

Assessment : intake assessment and CLOE Certificate.

Use your personal training account (CPF):

LANGUAGE TRAINING + **Certifications CLOE** Compétences Linguistiques Orales et Ecrites

The following courses are eligible to CPF:
English, French as a Foreign Language, German, Italian, Spanish.

Log in to your account to choose the suitable package:

Packages:

- 10 hours + CLOE = 840 € TTC
- 20 hours + CLOE = 1 500 € TTC
- 30 hours + CLOE = 2 160 € TTC
- 40 hours + CLOE = 2 820 € TTC
- 50 hours + CLOE = 3 480 € TTC

Objectives and context of the CLOE certification:

The CLOE Certification assesses and certifies general and professional language skills from level A1 to level C2 of the Common European Framework of Reference for Languages (CEFR)

Attested competences:

- Analyse short texts by identifying the key linguistic elements and taking into account their accuracy in order to use these elements in current and professional writings, by using a vocabulary adapted to the context, by using the main grammatical structures and the adapted expressions,
- Analyse short texts by identifying key information for use in a specific general or professional context, including reading a short text and extracting overall meaning and specific details,
- Analyse short statements, dialogues and oral communications by identifying key information for use in a specific general or professional context, listening to an announcement or recorded information and extracting overall meaning and specific details,
- Participate in an oral communication with an interlocutor on usual or specific professional topics, by understanding a statement, instructions or questions from the interlocutor, using professional vocabulary appropriate to the situation, making use of the necessary grammatical structures, and communicating in a natural way.

Evaluation methods:

Written assessment: 50 questions

Duration: 60 minutes on average

- Vocabulary
- Grammar
- Expressions
- Reading comprehension
- Listening comprehension

Oral evaluation in 3 parts

Duration: approximately 15 minutes

1. Introductory questions
2. Case study (everyday life, professional or trade specific)
3. Conversation (general theme, professional or specific field)

Levels of proficiency:

Basic User A2: Semi-professional autonomy in simple situations

Independent User B1: Professional autonomy in routine situations

Independent User B2: Professional autonomy in complex situations

Experienced User C1 and C2: Mastery of professional communication

The CLOE Certificate is obtained when the professional objective identified at registration is achieved. It is valid for life.

If the threshold level required for the use of the target language in the professional activity is not reached, the candidate receives an attestation of completion.