

**CM106**

COMMUNICATION AND WRITING SKILLS

# Write in a Structured and Clear Manner

 Laboratory course**DURATION**  
**2 DAYS****REGULAR FEE**  
**885 \$****PREFERENTIAL FEE**  
**775 \$**

## Objectives

To provide the knowledge and skills required to use a five-step method to write clear content in a structured manner.

## Targeted audience

Any audience.

## Prerequisite

None.

## Content

- Basic writing and communication skills
- Types of the audience and the message to be communicated
- Analyzing content, arranging information and developing the text
- Mind mapping and plans
- Readability principles and structures of the written language
- Syntax: understanding common mistakes
- Proven techniques for writing concisely
- Vocabulary: choosing the right verbs
- Writing workshop (real and invented scenarios)
- Individual feedback
- Reference materials and how to use them

440 René-Lévesque West Blvd, 5th Floor, Montreal (Quebec) H2Z 1V7

Phone: 514 380 0380 | toll free: 514 380 0380 (Mtl) / 418 681 0865 (Qc) / 1 877 380 8228

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Contact Us: [formation@technologia.ca](mailto:formation@technologia.ca)

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## DATES\*

|             |                                 |
|-------------|---------------------------------|
| Quebec City | October 3 to October 4 2019     |
| Montreal    | November 14 to November 15 2019 |