

CM121

COMMUNICATION AND WRITING SKILLS

Writing Clearly and Concisely

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

Objectives

To provide the knowledge and skills required to write clearly and concisely, employ a richer vocabulary and improve your writing style and syntax.

Targeted audience

Any audience.

Prerequisite

Very good knowledge of the French language.

Content

- Techniques for writing concisely: choosing the ideal word and evocative verbs, using appropriate punctuation and effective syntax
- Exercises: finding the perfect term, substitutes and determinants, cascading complements
- How to review and revise your writing: articulating ideas, style, different types of sentences, quality of language
- Principles of readability
- Writing workshops
- Individual feedback and presentation of texts produced as part of a group during the workshop

General Note

Note: Writing for the Web and technical writing are covered in Courses WE123 and CM117 respectively.

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

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Select the training date*

Montreal	June 11 to June 12 2020
Quebec City	September 10 to September 11 2020
Montreal	November 5 to November 6 2020