

## Be comfortable writing



EP-24 2 Days (14 Hours)

### Description

Writing takes up part of your work and you feel you spend too much time on it. You struggle daily in writing your texts without always being happy with the final result. There are simple techniques that make your job easier. These are the techniques you cover during the training. You leave having acquired basic and effective practices, whatever the document to be produced.

### Who is this training for ?

#### For whom

Anyone wanting to write fluently.

#### Prerequisites

Aucune

### Training objectives

- Write in the interest of the recipient
- Assert your style
- Rediscover the pleasure of writing
- Acquire the original method: 'J'E
- C
- R
- I
- S' to write with ease

### Training program

En amont du présentiel

- A self-diagnosis to prepare yourself.

### Identifier ses forces et faiblesses

- Practice self-diagnosis of your style.
- Identify your strengths and weaknesses.

### Rendre ses écrits faciles à lire

- Perfect your style.
- Master the rules of punctuation.
- Choose the appropriate sentences.
- Methodically approach your professional writing.
- Learn to be short, clear and concise.

### S'adapter à son (ses) interlocuteur(s) Se faire comprendre.

- Take your recipient into account.
- Avoid clumsiness.
- Use dynamic sentences.

### Rendre son écriture fluide

- Find the 'right' word, the right expression.
- Play with words and overcome the fear of the blank page.
- Free your 'pen'.

### Après le présentiel, mise en œuvre en situation de travail

- A strengthening program over several weeks.