



# Written French *for Workplace Communication*

Certificate of Proficiency

*Made by  
imagining  
yourself better*

**MADE**  
by McGill

Offered by the McGill School of Continuing Studies

# Written French *for Workplace Communication*

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## Message from *the Program Coordinator*

A good command of French is a major asset in a wide range of careers, both in Quebec and around the world. You need to be able to understand professional communications and write emails, reports and work related documents quickly and without errors. Doing all of this easily and in flawless French will surely earn you a reputation as a serious, reliable professional.

We've created a Certificate of Proficiency so you can improve your written French in a way that accommodates your work schedule and home life. With our program, you can study at your own pace, from anywhere in the world. You'll get personalized support from a qualified tutor who will help you hone your ability to write a wide variety of professional texts independently and with confidence. You'll become a skilled writer and a better communicator, able to express yourself in a clear and professional manner.

Conjugation, agreement, sentence structure, reformulating thoughts and ideas... Master all the intricacies of French writing with McGill University's Certificate of Proficiency in Written French!



# Written French *for Workplace Communication*



10

Weeks  
per Course



Part-Time



Weekdays

5

Hours of  
Coursework  
per week



Online

Reach your professional goals with a program tailored to fit your needs:

- 100% online
- 10 weeks per course, approximately 5 hours of coursework per week
- Flexible schedule within a structured framework
- No textbooks required; all learning resources are available online
- All course materials are applicable to workplace contexts
- Personalized support from an online tutor

The curriculum includes six courses at mid-intermediate, high-intermediate, and advanced levels.

All new students must take an online placement test to determine their level within our program.

Once you have successfully completed the two advanced-level courses (YCFR 415 and YCFR 416) with a grade of 65% (B-) or higher, you will qualify for the Certificate of Proficiency – Written French for Workplace Communication.

The program must normally be completed within three years.

Students exceeding the time limit may request an extension in writing.

Course Fee: \$412 (per 10-week session)



[Learn More](#)





## Learning Outcomes

The program is designed to enable you to do the following:

- Write with greater ease and confidence
- Compose and edit work-related documents
- Improve your vocabulary and grammatical accuracy
- Apply your skills immediately in the workplace
- Receive, upon successful completion of the two advanced-level courses, the Certificate of Proficiency - Written French for Workplace Communication.



## Key Benefits

- Study at a world class institution from home
- Make your own schedule
- Get personalized feedback from a highly qualified tutor
- Network with other students
- Apply your skills in the workplace
- Add value to your résumé



# Approach to Learning & Teaching

- Real-world writing tasks
- Personalized feedback on your writing
- Master the fundamentals of grammar
- Interactive approach



## Your Certificate

Once you have completed the two advanced-level courses (YCFR 415 and YCFR 416) with a grade of 65% (B-) or higher, you will receive an official Certificate of Proficiency – Written French for Workplace Communication from McGill University.





# Curriculum

This program includes courses at mid-intermediate, high-intermediate, and advanced levels. Your level will be determined once you take the Written French Placement Test.

## Mid-intermediate

- YCFR 215 - French Grammar at Work (8 CEUs)
- YCFR 216 - French Grammar and Writing in Context 1 (8 CEUs)

## High-intermediate

- YCFR 315 - French Grammar and Writing in Context 2 (8 CEUs)
- YCFR 316 - French Vocabulary for the Workplace (8 CEUs)

## Advanced

- YCFR 415 - French Writing Techniques for the Workplace (8 CEUs)
- YCFR 416 - French Written Communication Strategies for the Workplace (8 CEUs)







# Admission Requirements

18

Years  
of age+



High School  
Level



Government-issued  
ID

- Students must be at least 18 years old.
- Students must take the [Placement Test of Written French](#) and place into a level no lower than mid-intermediate and no higher than advanced.
- To register for an online course, it is not necessary to be a Canadian citizen or a permanent resident, or even to live in Canada. This program is open to everyone.







## Placement *Test*

Before enrolling in the program, all prospective students must complete a [Placement Test of Written French](#) and place into a level no lower than mid-intermediate and no higher than advanced.

The Placement Test will evaluate your current level of French and let you know which level and course you can register for.

For the current fee and upcoming dates, visit the [Placement Test registration page](#).



**Register for the  
Placement Test**



# Contact

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