



**Languages**  
**Programs, Courses and University Regulations**  
**2017-2018**



This PDF excerpt of *Programs, Courses and University Regulations* is an archived snapshot of the web content on the date that appears in the footer of the PDF.

Archival copies are available at [www.mcgill.ca/study](http://www.mcgill.ca/study).

This publication provides guidance to prospects, applicants, students, faculty and staff.

- 1 . McGill University reserves the right to make changes to the information contained in this online publication - including correcting errors, altering fees, schedules of admission, and credit requirements, and revising or cancelling particular courses or programs - without prior notice.
- 2 . In the interpretation of academic regulations, the Senate is the final authority.
- 3 . Students are responsible for informing themselves of the University's procedures, policies and regulations, and the specific requirements associated with the degree, diploma, or certificate sought.
- 4 . All students registered at McGill University are considered to have agreed to act in accordance with the University procedures, policies and regulations.
- 5 . Although advice is readily available on request, the responsibility of selecting the appropriate courses for graduation must ultimately rest with the student.
- 6 . Not all courses are offered every year and changes can be made after publication. Always check the Minerva Class Schedule link at [https://horizon.mcgill.ca/pban1/bwckschd.p\\_disp\\_dyn\\_sched](https://horizon.mcgill.ca/pban1/bwckschd.p_disp_dyn_sched) for the most up-to-date information on whether a course is offered.
- 7 . The academic publication year begins at the start of the Fall semester and extends through to the end of the Winter semester of any given year. Students who begin study at any point within this period are governed by the regulations in the publication which came into effect at the start of the Fall semester.
- 8 . Notwithstanding any other provision of the publication, it is expressly understood by all students that McGill University accepts no responsibility to provide any course of instruction, program or class, residential or other services including the normal range of academic, residential and/or other services in circumstances of utility interruptions, fire, flood, strikes, work stoppages, labour disputes, war, insurrection, the operation of law or acts of God or any other cause (whether similar or dissimilar to those enumerated) which reasonably prevent their provision.

**Note: Throughout this publication, "you" refers to students newly admitted, readmitted or returning to McGill.**

### ***Publication Information***

Published by

#### **Enrolment Services**

McGill University  
3415 McTavish Street  
Montreal, Quebec, H3A 0C8  
Canada

All contents copyright © 2017 by McGill University. All rights reserved, including the right to reproduce this publication, or portions thereof, in any form.

McGill University reserves the right to make changes to the information contained in this publication - including correcting errors, altering fees, schedules of admission and credit requirements, and revising or cancelling particular courses or programs - without prior notification.

Not all courses are offered every year and changes can be made after publication. Always check the Minerva Class Schedule link at [https://horizon.mcgill.ca/pban1/bwckschd.p\\_disp\\_dyn\\_sched](https://horizon.mcgill.ca/pban1/bwckschd.p_disp_dyn_sched) for the most up-to-date information on whether a course is offered.

- 
- 1 About Languages at the School of Continuing Studies, page 7
    - 1.1 Languages at the School of Continuing Studies, page 7
    - 1.2 Location, page 7
    - 1.3 Administrative Officers, page 7
  - 2 English Language Programs, page 8
    - 2.1 Academic, Cultural, and Professional Development Opportunities, page 8
    - 2.2 Certificate of Proficiency – English for Professional Communication Overview, page 8
      - 2.2.1 Certificate (Cert.) Proficiency - English for Professional Communication (30 credits) , page 8
      - 2.2.2 Certificate of Proficiency – English for Professional Communication: Academic Regulations, page 9
      - 2.2.3 Certificate of Proficiency – English for Professional Communication: Entrance Placement Test (EPT), page 10
      - 2.2.4 The Language and Intercultural Communication Unit: Customized English Language Training, page 10
    - 2.3 Intensive English Program: Certificate of Proficiency in English – Language and Culture Overview , page 11
      - 2.3.1 Certificate (Cert.) Proficiency - English Language and Culture (Intensive) (160 CEU) , page 11
      - 2.3.2 Intensive English Program: Certificate of Proficiency – English Language and Culture: Academic Regulations, page 11
        - 2.3.2.1 Admission requirements, page 11
        - 2.3.2.2 Admission procedures, page 11
        - 2.3.2.3 Academic Standing Requirements, page 12
        - 2.3.2.4 Requirements of Eligibility for the McGill Certificate of Proficiency – English Language and Culture (Intensive), page 12
      - 2.3.3 Placement Tests for the Certificate of Proficiency in English – Language and Culture, page 12
      - 2.3.4 International Students, page 12
      - 2.3.5 Housing, page 12
    - 2.4 Certificate of Proficiency in Written English – Workplace Communication Overview, page 12
      - 2.4.1 Certificate (Cert.) Proficiency in Written English - Workplace Communication (48 CEU) , page 13
    - 2.5 Certificate (Cert.) Teaching English to Speakers of Other Languages (TESOL) (12 CEUs) , page 13
  - 3 French Language Programs, page 13
    - 3.1 Academic, Cultural, and Professional Development Opportunities, page 14
    - 3.2 Certificate of Proficiency – French for Professional Communication Overview, page 14
      - 3.2.1 Certificate (Cert.) Proficiency - French for Professional Communication (30 credits) , page 14
      - 3.2.2 Certificate of Proficiency – French for Professional Communication: Academic Regulations, page 15
      - 3.2.3 Certificate of Proficiency – French for Professional Communication: Entrance Placement Test (EPT), page 16
    - 3.3 Intensive French Program: Certificate of Proficiency in French – Language and Culture Overview, page 16
      - 3.3.1 Certificate (Cert.) Proficiency - French Language and Culture (Intensive) (100 CEU's) , page 16
      - 3.3.2 Intensive French Program: Certificate of Proficiency – French Language and Culture: Academic Regulations, page 17
        - 3.3.2.1 Admission requirements, page 17
        - 3.3.2.2 Admission procedures, page 17
        - 3.3.2.3 Academic Standing Requirements, page 17
        - 3.3.2.4 Requirements of Eligibility for the McGill Certificate of Proficiency – French Language and Culture (Intensive), page 18
      - 3.3.3 Placement Tests for the Certificate of Proficiency in French – Language and Culture, page 18

- 
- 3.3.4 International Students, page 18
  - 3.3.5 Housing, page 18
  - 3.4 Certificate of Proficiency in Written French – Workplace Communication Overview, page 18
    - 3.4.1 Certificate (Cert.) Proficiency in Written French - Workplace Communication (48 CEU) , page 18
  - 4 TEF Canada (Test d'évaluation de français)/TEFaQ (Test d'évaluation du français adapté au Québec), page 19
  - 5 Spanish Language Programs and Courses (Offered by Translation and Written Communication), page 19

## 1 About Languages at the School of Continuing Studies

### 1.1 Languages at the School of Continuing Studies

Do you want to get ahead in your job or at school, integrate better into Quebec society, or qualify for certain McGill programs? With dynamic instructors and a stimulating educational framework, the School of Continuing Studies offers proven methods for expanding your language skills. Thousands of working professionals, new Montrealers, and students from over 60 countries can attest to how our language programs have been an important catalyst in their lives.

There are a variety of courses and programs available for individuals interested in immersing themselves in various languages, including **English, French, and Spanish**, either on a part-time or full-time basis. In addition to regular language offerings, customized courses can be delivered in English, French, and other languages to local and international groups. These customized programs are tailor-made to meet the specific language and communication needs of corporations, organizations, government agencies, and institutions.

Whatever your language needs are, we have the proven track record to deliver exceptional results.

### 1.2 Location

Language and Intercultural Communication

688 Sherbrooke Street West, Suite 1181

Montreal QC H3A 3R1

Telephone: 514-398-1212

Fax: 514-398-1769

Email: [language.conted@mcgill.ca](mailto:language.conted@mcgill.ca)

Website: [www.mcgill.ca/continuingstudies/about-scs/academic-areas/language-and-intercultural-communication](http://www.mcgill.ca/continuingstudies/about-scs/academic-areas/language-and-intercultural-communication)

### 1.3 Administrative Officers

#### Administrative Officers, Language and Intercultural Communication

Firas Alhafidh; B.A.(Jordan), M.A.(Santiago), DEA(Seville)

**Director**

Effie Dracopoulos; B.A.(C'dia), M.Ed.(TÉLUQ)

**Associate Director**

Kevin Callahan; B.A.(Tor.), M.A.(C'dia), Cert. TESL(McG.)

**Senior Program Coordinator, Intensive English & French Language and Culture (IELC) & (IFLC) Programs**

Nadine Wielgopolski; B.A., M.Ed.(Ott.)

**Faculty Lecturer, Partnerships Development & Online Programs**

Kevin Stanley; B.A.(Vic., BC), M.A.(C'dia)

**Academic Coordinator, Learning Technology Integration**

Margaret Levey; B.A.(McG.), M.A.(C'dia)

**Program Coordinator, English Part-Time Program**

Manon Gadbois; B.A.(UQAM), M.A.(Montr.)

**Program Coordinator, French Part-Time Program and Special Projects**

TBA

**Coordinator, Intensive French and English, French Online Language Programs**

Verena Waterstradt; B.Adm.(Fachhochschule für Verwaltung und Rechtspflege Berlin)

**Program Administrator**

Christa Grant

**Assistant Program Administrator**

France Bruneau

**Administrative and Student Affairs Coordinator**

Katherine-Marie Albisi

**Administrative Coordinator**

Mariana Diez Bedoya

**Administrative Coordinator**

Mira Faizawati

**Administrative Coordinator**

Paola Samano; B.A.(HEC)

**Administrative Coordinator**

Roselyne Wielgopolski

**Administrative Coordinator**

For the latest updates on programs and course offerings, please visit our website:

[www.mcgill.ca/continuingstudies/about-scs/academic-areas/language-and-intercultural-communication](http://www.mcgill.ca/continuingstudies/about-scs/academic-areas/language-and-intercultural-communication).

---

## 2 English Language Programs

The School of Continuing Studies' *Language and Intercultural Communication* unit offers high-quality English language instruction to meet the needs of a wide-ranging clientele such as professionals, international students, incoming McGill students, and new Montrealers. The *Language and Intercultural Communication* unit's part-time and full-time programs help learners achieve competence in both oral and written English, and lead to the McGill Certificate of Proficiency. Using stimulating and effective teaching methods as well as the latest technology, the *Language and Intercultural Communication* unit's dynamic teaching team helps learners improve their English as quickly and as efficiently as possible, opening doors to new professional, academic, and cultural opportunities in Quebec and beyond.

---

### 2.1 Academic, Cultural, and Professional Development Opportunities

The School of Continuing Studies *Language and Intercultural Communications* unit offers enriching second-language instruction for:

- international students;
- business professionals;
- elementary and high school teachers;
- college and university professors;
- individuals transferred to Montreal;
- recent immigrants;
- incoming McGill students;
- other School of Continuing Studies learners.

For more information:

Effie Dracopoulos, Associate Director  
 Telephone: 514-398-1201  
 Fax: 514-398-1769  
 Email: [effie.dracopoulos@mcgill.ca](mailto:effie.dracopoulos@mcgill.ca)

---

### 2.2 Certificate of Proficiency – English for Professional Communication Overview

This 30-credit part-time program is aimed at the community at large, including the employees of McGill University.

#### 2.2.1 Certificate (Cert.) Proficiency - English for Professional Communication (30 credits)

This award-winning part-time certificate program has been designed to enable students to master English oral and written linguistic and communication skills necessary to function effectively in a professional anglophone environment.

The program is the equivalent of one year of full-time university studies, requires the completion of ten 3-credit courses, and starts at the low-intermediate level (courses CEEN 211 and CEEN 212). Students with a basic or an elementary knowledge of English will need to complete non-credit prerequisite courses before entering the program. The overall program structure is divided into two modules:

- 1) The Non-Credit Module comprises three prerequisite courses (one at the basic level and two at the elementary level) of 60 hours each.
- 2) The Credit Module consists of ten 3-credit courses of 39 hours each. It includes courses at the 200, 300, and 400 levels.

The program is offered three times a year: in Fall and Winter for a period of 12 weeks (Non-Credit Module) and 13 weeks (Credit Module), and in Spring for a period of nine weeks. Courses are offered during the evening and on Saturday mornings.

Every student registered in a credit or non-credit course has exclusive access to online pedagogical material and other resources through the myCourses platform. This allows students to participate in virtual projects and/or reinforce their language training on an individual basis and at their own pace. The communication tools integrated in myCourses further consolidate the individual pedagogical support offered by the lecturer.

The program leads, under certain conditions, to the Certificate of Proficiency - English for Professional Communication. See School of Continuing Studies > Areas of Study > Languages > English Language Programs > Certificate of Proficiency - English for Professional Communication Overview > Certificate of Proficiency – English for Professional Communication: Academic Regulations.

The level of this certificate corresponds to the Advanced Level recognized by the American Council on the Teaching of Foreign Languages (ACTFL).

### Prerequisite Courses - Non-Credit Module

CEGL 102	(11)	Basic English
CEGL 104	(11)	Elementary English 1
CEGL 106	(11)	Elementary English 2

### Required Courses (30 credits)

CEEN 211	(3)	Functional English Grammar/Writing 1
CEEN 212	(3)	English Communication Practice 1
CEEN 221	(3)	Functional English Grammar/Writing 2
CEEN 222	(3)	English Communication Practice 2
CEEN 331	(3)	Functional English Grammar/Writing 3
CEEN 332	(3)	English Communication Practice 3
CEEN 411	(3)	English Grammar and Writing Techniques
CEEN 412	(3)	English Oral Communication Techniques
CEEN 421	(3)	English Written Communication Contexts
CEEN 422	(3)	English Oral Communication Contexts

### Complementary Courses

CEEN 301	(3)	English Grammar in Context
CEEN 401	(3)	English Vocabulary in Context
CEEN 402	(3)	English Communication and Cultural Patterns
CEEN 403	(3)	Strategic Communication in English

#### Notes:

\* 1 Students who begin their studies with courses CEEN 221/CEEN 222 and who would like to be admitted to the Certificate of Proficiency – English for Professional Communication must take two complementary courses (CEEN 301 or CEEN 401 or CEEN 402 or CEEN 403), or equivalent courses as approved by the Language and Intercultural Communication unit, to satisfy the requirements of the program. These courses may be taken as part of the advanced module of the program. For more information, please contact the Language and Intercultural Communication unit.

\* 2 Students who begin their studies with courses CEEN 331/CEEN 332 and who would like to be admitted to the Certificate of Proficiency – English for Professional Communication must take four complementary courses (CEEN 301 and CEEN 401 and CEEN 402 and CEEN 403), or equivalent courses as approved by the Language and Intercultural Communication unit, to satisfy the requirements of the program. These courses may be taken as part of the advanced module of the program. For more information, please contact the Language and Intercultural Communication unit.

\* 3 Students who begin their studies with courses CEEN 411/CEEN 412 are not eligible for admission to the Certificate of Proficiency – English for Professional Communication. However, these students may register as "Special Students" and may be eligible to receive the McGill Attestation of Proficiency in English if they successfully complete all four (4) courses of the Advanced module (CEEN 411, CEEN 412, CEEN 421, and CEEN 422) with a minimum grade of B- (65%).

## 2.2.2 Certificate of Proficiency – English for Professional Communication: Academic Regulations

### Admission Requirements

To be admitted to the *Certificate of Proficiency – English for Professional Communication*:

- Students must sit the Entrance Placement Test (EPT) and place into a level no higher than Intermediate High (CEEN 331/CEEN 332); see [section 2.2.3: Certificate of Proficiency – English for Professional Communication: Entrance Placement Test \(EPT\)](#) and [www.mcgill.ca/continuingstudies/programs-and-courses/languages/english/certificate-proficiency-english-professional-communication](http://www.mcgill.ca/continuingstudies/programs-and-courses/languages/english/certificate-proficiency-english-professional-communication) for details.
- Students must be at least 18 years of age and hold a CEGEP diploma (DEC) or equivalent.
- Students 21 years of age and over who do not have the normal academic background for admission may be admitted as Mature students.
- Students between 18 and 21 years of age who do not have a CEGEP (DEC) diploma or equivalent may be accepted into a qualifying program to be determined by the *Language and Intercultural Communication* unit. Formal admission to the certificate program will normally follow upon satisfactory completion of the qualifying program.

- Students below 18 years of age without a CEGEP diploma (DEC) will not be admitted to a certificate program, nor will they be permitted to take courses.

#### Admission Procedures

For more information, please see [School of Continuing Studies > Getting Started > Admission Requirements > : Admission Procedures: Continuing Studies Undergraduate and Graduate Certificates and Diplomas](#).

All students seeking admission to the *Certificate of Proficiency – English for Professional Communication* must also submit their Entrance Placement Test (EPT) result. Students who are eligible for admission to the program are strongly advised to submit an Application for Admission within their first session of studies.

#### Residency Requirements and Advanced Standing

- Students are required to complete at least 70% of the program requirements at McGill University.
- Advanced Standing of up to nine (9) credits may be granted for successfully completed equivalent courses taken at the university level within the last five years.
- Students are permitted to be away from the program for three (3) consecutive sessions without reapplying and retaking the Entrance Placement Test.

#### Time Limits

The program must be completed within four years from the date of admission. Students may request in writing an extension of this time limit, which may be granted under special circumstances with the approval of the Director.

#### Academic Standing Requirement

A student who obtains a grade of C (55%) or more in a given course is considered to have passed the course and is awarded three (3) university credits. Nevertheless, according to internal program regulations, a student must obtain a grade of B- (65%) or more in each course to be permitted to register for the next level and to qualify for the Certificate of Proficiency – English for Professional Communication.

An attendance of 2/3 of all lectures is mandatory.

A maximum of two unsatisfactory grades per course/level is permitted in a Certificate of Proficiency program. A student who cannot pass to a higher level after two attempts must have the permission of the relevant program coordinator in order to have permission to remain in the program. Overall, a maximum of three unsatisfactory grades is permitted in any of the Certificate of Proficiency programs.

**It is the student's responsibility to ensure that course and program requirements are met.** Students who fail to meet these requirements will be denied permission to continue in the course/program.

In order to be eligible for graduation, students must complete all program requirements with a cumulative grade point average (CGPA) of at least 2.0, which will be computed over all courses (including supplemental and unsatisfactory grades) taken in the program.

#### Special Students

Students not wishing to be admitted to the program may register as a "Special Student" in a course, provided they have taken the Entrance Placement Test (EPT), or have completed the necessary prerequisites. Please consult [School of Continuing Studies > Getting Started > Admission Requirements > : Special Student Status](#) for further information pertaining to Special Students.

Special Students, although not formally admitted to the program, are expected to demonstrate seriousness of academic purpose, and are governed by the Academic Standing Requirements mentioned above.

### 2.2.3 Certificate of Proficiency – English for Professional Communication: Entrance Placement Test (EPT)

All new students are required to take an Entrance Placement Test (EPT) to assess their level of proficiency. The EPT is valid for a period of one (1) year from the test date. Students who do not register for a course within this time will be required to retake the EPT.

The Entrance Placement Test lasts approximately two hours.

Since the test is written by large groups of students, test-takers are advised to arrive 30 minutes before the scheduled time and bring two pieces of photo ID, a sharp HB pencil, and an eraser.

The fee for the test is \$35.85 (non-refundable and may be subject to change), payable at the time of registration for the test. The test results will be ready 3–5 business days after the placement test date. When they are ready, we will notify you by email and provide you with instructions on how to retrieve them. Information about course registration will be given out at the placement test.

For information on the Entrance Placement Test dates, please refer to [continuingstudies.mcgill.ca/search/publicCourseSearchDetails.do?method=load&courseId=19664&lang=en\\_US](https://continuingstudies.mcgill.ca/search/publicCourseSearchDetails.do?method=load&courseId=19664&lang=en_US).

### 2.2.4 The Language and Intercultural Communication Unit: Customized English Language Training

*The Language and Intercultural Communication unit* offers customized English language training for specific professional and academic purposes.

Our programs are tailor-made to meet specific linguistic and communicative needs of local and international groups. We welcome groups of:

- employees from corporations, government agencies, organizations, institutions;
- elementary, high school, and college teachers, as well as university professors, who are required to teach in English;
- other professionals who are required to work, or who are currently working in an English-speaking environment;
- high school graduates and/or university students.

For more information, please refer to our website: [www.mcgill.ca/continuingstudies/about-scs/academic-areas/language-and-intercultural-communication](http://www.mcgill.ca/continuingstudies/about-scs/academic-areas/language-and-intercultural-communication).

## 2.3 Intensive English Program: Certificate of Proficiency in English – Language and Culture Overview

The *Certificate of Proficiency in English – Language and Culture* is designed to offer thorough and integrated instruction in English as a Second/Foreign language over eight levels (elementary to advanced).

### 2.3.1 Certificate (Cert.) Proficiency - English Language and Culture (Intensive) (160 CEU)

The program includes specific objectives and learning strategies for each level in speaking, listening, writing, reading, and pronunciation. It also includes special cultural modules for certain levels. It is designed for the acquisition of the linguistic, communicative, pragmatic, and sociocultural competency needed in academic and professional contexts and in sociocultural settings.

Time is taken during class and in the language laboratory to focus on each student's linguistic needs and development. A pronunciation clinic is also available for those who wish to give special attention to this aspect of the English language. Students benefit from small class sizes and enjoy sharing a unique learning experience with classmates from every corner of the world. Classes are held from 9:30 a.m. to 3:30 p.m., Monday to Friday. There are six sessions each year offered during the Summer, Fall, and Winter semesters.

We offer eight levels of study from Elementary to Advanced. A student's level will be determined by the results of the Entrance Placement Test (held approximately one week before courses start). Upon completion of the two Advanced levels with a minimum grade of B- (65%), students are eligible for the McGill Certificate of Proficiency in English – Language and Culture. This Certificate fulfils the language requirements for admission to McGill University undergraduate and graduate degree programs.

Application to the program must include full payment of tuition fees for one session. Tuition fees for subsequent sessions may be paid at a later date, determined by the University. Tuition fees do not include textbooks, medical insurance, travel or accommodation costs, or any class outings. Please note that credit card transactions cannot be conducted by telephone or by mail.

#### Program Structure

Each of the courses below represents one "level" of the eight levels of the program.

#### Required Courses

(160 CEU)

CEGL 213	(20)	Intensive English - Elementary 1
CEGL 223	(20)	Intensive English - Elementary 2
CEGL 313	(20)	Intensive English - Intermediate 1
CEGL 323	(20)	Intensive English - Intermediate 2
CEGL 333	(20)	Intensive English - Intermediate 3
CEGL 355	(20)	Intensive English - Bridge to Proficiency
CEGL 413	(20)	Intensive English - Advanced A
CEGL 423	(20)	Intensive English - Advanced B

### 2.3.2 Intensive English Program: Certificate of Proficiency – English Language and Culture: Academic Regulations

#### 2.3.2.1 Admission requirements

- Students must be at least 18 years old.
- Students must write an Entrance Placement Test to assess their level of proficiency. This test is valid for a maximum of one (1) year. After this period, students must retake the test.

#### 2.3.2.2 Admission procedures

Students wishing to register in the *Certificate of Proficiency - English Language and Culture (Intensive)* must complete an application for admission (online), including:

- payment of the application fee (CAD\$81.93 – non-refundable and subject to change without notice) and tuition fees in Canadian funds by Visa/MasterCard, certified cheque, or money order payable to McGill University;
- proof of age (copy of passport or birth certificate). Applicants must be at least 18 years of age;

- payment of mandatory Blue Cross insurance for international students.

Admission to the program is on a first-come, first-served basis. **This is a limited enrolment program.** Students must attend class before the third day or forfeit their registration. To cancel a session, the Client Services Office must receive a written request **before the end of the third day of class.** The student will be refunded the remaining tuition and medical insurance fees minus a cancellation charge of CAD\$200 (subject to change without notice).

For information on the term dates, please refer to

[www.mcgill.ca/continuingstudies/programs-and-courses/languages/english/certificate-proficiency-eng-language-and-culture/session-dates](http://www.mcgill.ca/continuingstudies/programs-and-courses/languages/english/certificate-proficiency-eng-language-and-culture/session-dates).

### 2.3.2.3 Academic Standing Requirements

A student who obtains a grade of C (55%) or more in a given course is considered to have passed the course. Nevertheless, according to internal program regulations, a student must obtain a grade of B- (65%) or more to be permitted to register for the next level. Attendance of 80% of all lectures is required in order to proceed from one course level to the next.

A maximum of two unsatisfactory grades per course/level is permitted in a Certificate of Proficiency program. A student who cannot pass to a higher level after two attempts must have the permission of the relevant program coordinator in order to remain in the program. Overall, a maximum of three unsatisfactory grades is permitted in any of the Certificate of Proficiency programs.

**It is the student's responsibility to meet the program prerequisites.** Students who fail to meet these requirements will be denied permission to continue in the course in which they have registered. Students are expected to speak English in the classroom and on the school premises, with the exception of the first weeks in Elementary 1. Students entering Elementary 1 are expected to have some prior basic knowledge of English.

### 2.3.2.4 Requirements of Eligibility for the McGill Certificate of Proficiency – English Language and Culture (Intensive)

- Students must complete both advanced courses of the program and receive a minimum grade of B- (65%) in each to qualify for the *Certificate of Proficiency – English Language and Culture (Intensive)*.

## 2.3.3 Placement Tests for the Certificate of Proficiency in English – Language and Culture

The purpose of the placement test is to assess a student's level of language proficiency. The results of the test are valid for one year. Taking the test does not guarantee a place in a course. New students are required to take the test before they can register for their courses. Students who have not taken courses in the Language and Intercultural Communication unit within one year are required to retake a placement test.

## 2.3.4 International Students

If you are not a Canadian citizen or Permanent Resident and wish to study for longer than one semester, you must apply for one year admission in order to obtain a **Study Permit and a Quebec Certificate of Acceptance**.

Students wishing to study for one semester need only apply for a Temporary Resident Visa.

You may also require an eTA (Electronic Travel Authorization); for more information, see

[www.mcgill.ca/internationalstudents/immigration-documents/new-et-as](http://www.mcgill.ca/internationalstudents/immigration-documents/new-et-as).

McGill does not issue any immigration documents. Students are advised to begin this process as soon as possible, and to be patient. For further details contact the School's Client Services Office, the Canadian Embassy, or the Consulate in your country of residence.

By Senate regulations, **ALL** international students and their dependants are required to participate in the University's Blue Cross medical insurance plan. The plan meets the Immigration Québec health insurance requirements.

Students who are citizens and residents of one of the following countries and are registered as full-time students are eligible for coverage under the provincial health care plan (Québec Medicare) and are therefore not required to purchase Blue Cross medical insurance: France, Denmark, Sweden, Norway, Finland, Luxembourg, and Portugal. In such cases, students must apply for the Québec Medicare plan and provide proof to the Client Services Office.

Access to McGill Health Services is available upon payment of an additional Student Services fee.

## 2.3.5 Housing

*The Language and Intercultural Communication unit* can refer students to an organization that will place them in the home of an English-speaking family. This arrangement provides an ideal opportunity to speak English in a domestic setting. As well, Off-Campus Housing offers information on lodgings close to campus. University residences are available to students during the Summer session only. For more information, visit our website at [www.mcgill.ca/continuingstudies/prospective-students/english-and-french-intensive-application/frequently-asked-questions-faq](http://www.mcgill.ca/continuingstudies/prospective-students/english-and-french-intensive-application/frequently-asked-questions-faq) or contact the *Language and Intercultural Communication unit*.

---

## 2.4 Certificate of Proficiency in Written English – Workplace Communication Overview

The non-credit *Certificate of Proficiency in Written English – Workplace Communication* is designed to offer an intense training in written English as a Second/Foreign Language, from the mid-intermediate to the advanced level. For each level, the program includes specific language objectives, various forms of writing commonly used in the workplace, and strategies.

Many students studying English as a Second Language succeed in reaching an adequate level of oral fluency. However, they experience some difficulty in developing solid written communication skills which require more time and effort. This imbalance in language acquisition is a handicap in the workplace, where effective writing is a critical aspect of success for both employees and employers. With the rise of globalization, telecommuting and digital communications, good writing skills have indeed become vital in the modern workplace.

All courses in this program are offered in an online learning format.

For more information:

Email: [englishonline.scs@mcgill.ca](mailto:englishonline.scs@mcgill.ca)

Website: [www.mcgill.ca/continuingstudies/programs-and-courses/languages/online/written-english-workplace-communication](http://www.mcgill.ca/continuingstudies/programs-and-courses/languages/online/written-english-workplace-communication)

#### 2.4.1 Certificate (Cert.) Proficiency in Written English - Workplace Communication (48 CEU)

The non-credit Certificate of Proficiency in Written English - Workplace Communication is designed to offer an intense training in written English as a Second/Foreign Language, from the mid-intermediate to the advanced level. For each level, the program includes specific language objectives, various forms of writing commonly used in the workplace, and strategies for effective written communication. It is designed for the acquisition of the linguistic, communicative, and pragmatic competency needed in workplace contexts, and comprises a stringent pedagogical follow-up. The program's three levels are compatible with national and international frameworks of reference for languages, such as the Canadian Language Benchmarks (CLB), the American Council on the Teaching of Foreign Languages (ACTFL) Proficiency Guidelines, and the Common European Framework of Reference for Languages (CEFR).

##### Required Courses

CEGL 215	(8)	English Grammar at Work
CEGL 216	(8)	English Grammar and Writing in Context 1
CEGL 315	(8)	English Grammar and Writing in Context 2
CEGL 316	(8)	English Vocabulary for Workplace
CEGL 415	(8)	English Writing Techniques for Workplace
CEGL 416	(8)	English Written Communication Strategies for Workplace

#### 2.5 Certificate (Cert.) Teaching English to Speakers of Other Languages (TESOL) (12 CEUs)

The non-credit Certificate in Teaching English to Speakers of Other Languages (TESOL) is a mini-program that comprises four (4) 30-hour courses (12 CEUs) that may be taken separately or concurrently. It is aimed at the professional development of adult educators as well as primary and secondary school ESL teachers who are non-native speakers of English. As part of their professional development, teachers will refine their English language skills, explore Canadian teaching methods, approaches, and practices, have professional and social exchanges with their Canadian counterparts, experience Canadian culture, and participate in professional development workshops and practise teaching sessions in English.

##### Required Courses

CEGL 402	(3)	Effective Communication for Teachers
CEGL 403	(3)	Teaching and Learning Methodologies
CEGL 404	(3)	Practicum and Specialized Workshops for Teachers
CEGL 405	(3)	Intercultural Communication Challenges in TESOL

### 3 French Language Programs

The School of Continuing Studies' *Language and Intercultural Communication* unit offers high-quality French language instruction to meet the needs of a wide-ranging clientele such as professionals, new Montrealers, and students who want to accelerate their integration into Quebec or another French-speaking community. *Language and Intercultural Communication's* part-time and full-time programs help learners achieve competence in both oral and written French, and lead to the McGill Certificate of Proficiency. Using stimulating and effective teaching methods as well as the latest technology, the *Language and Intercultural Communication* unit's dynamic teaching team helps learners improve their French as quickly and as efficiently as possible, opening doors to new professional, academic, and cultural opportunities in Quebec and beyond.

---

### 3.1 Academic, Cultural, and Professional Development Opportunities

The School of Continuing Studies *Language and Intercultural Communication* unit offers enriching second-language instruction for:

- International students
- Business professionals
- Elementary and high school teachers
- College and university professors
- Individuals transferred to Montreal
- Recent immigrants
- Incoming McGill students
- Other School of Continuing Studies learners

For more information:

Effie Dracopoulos, Associate Director

Telephone: 514-398-1201

Fax: 514-398-1769

Email: [effie.dracopoulos@mcgill.ca](mailto:effie.dracopoulos@mcgill.ca)

---

### 3.2 Certificate of Proficiency – French for Professional Communication Overview

This 30-credit part-time program is aimed at the community at large, including the employees of McGill University.

#### 3.2.1 Certificate (Cert.) Proficiency - French for Professional Communication (30 credits)

This award-winning part-time certificate program has been designed to enable students to master, in both oral and written French, the linguistic and communicative skills necessary to function effectively in a professional francophone environment.

The program is the equivalent of one year of full-time university studies, requires the completion of ten 3-credit courses, and starts at the low-intermediate level (courses CEFN 211 and CEFN 212). Students with a basic or an elementary knowledge of French will need to complete credit prerequisite courses before entering the program. Those credit courses won't be accepted as part of the Certificate. The overall program structure is divided into two modules:

- 1) The Preparatory Module comprises four prerequisite courses (one at the basic level and three at the elementary level) of 39 hours each.
- 2) The Intermediate and Advanced Credit Module consists of ten 3-credit courses of 39 hours each. It includes courses at the 200, 300, and 400 levels.

The program is offered three times a year: in Fall and Winter for a period of 13 weeks (Preparatory and Intermediate and Advanced Credit Modules). In Spring, both Modules last nine weeks. Courses are offered during the evening and on Saturday mornings.

Every student registered in a credit or non-credit course has exclusive access to online pedagogical material and other resources through the myCourses platform. This allows students to participate in virtual projects and/or reinforce their language training on an individual basis and at their own pace. The communication tools integrated in myCourses further consolidate the individual pedagogical support offered by the lecturer.

The program leads, under certain conditions, to the Certificate of Proficiency - French for Professional Communication (see "Academic Regulations"). The level of this certificate corresponds to the Advanced Level recognized by the American Council on the Teaching of Foreign Languages (ACTFL). For information on term dates, please refer to the Department's website.

#### Prerequisite courses

CEFN 102	(3)	Basic French
CEFN 104	(3)	Elementary French
CEFN 106	(3)	Fundamentals of French Grammar and Writing
CEFN 107	(3)	Fundamentals of French Oral Communication

#### Required courses - Intermediate and Advanced (30 credits)

CEFN 211	(3)	Functional French Grammar/Writing 1
CEFN 212	(3)	French Communication Practice 1

CEFN 221	(3)	Functional French Grammar/Writing 2
CEFN 222	(3)	French Communication Practice 2
CEFN 331	(3)	Functional French Grammar/Writing 3
CEFN 332	(3)	French Communication Practice 3
CEFN 411	(3)	French Grammar/Writing Techniques
CEFN 412	(3)	French Oral Communication Techniques
CEFN 421	(3)	French Written Communication Contexts
CEFN 422	(3)	French Oral Communication Contexts

### Complementary courses

CEFN 401	(3)	French Vocabulary in Context
CEFN 402	(3)	Persuasive French in Communication

### Notes:

\* 1 Students who begin their studies with courses CEFN 221/CEFN 222 and who would like to be admitted to the Certificate of Proficiency - French for Professional Communication must take two complementary courses (CEFN 401 and CEFN 402), or equivalent courses as approved by the Language and Intercultural Communication unit, to satisfy the requirements of the program. These courses may be taken as part of the advanced module of the program. For more information, please contact the Language and Intercultural Communication unit.

\* 2 Students who begin their studies with courses CEFN 331/CEFN 332 and who would like to be admitted to the Certificate of Proficiency - French for Professional Communication must take up to two Comprehensive Challenge Exams which correspond to the previous level (CEFN 221/CEFN 222), and two complementary courses (CEFN 401 and CEFN 402), or equivalent courses as approved by the Language and Intercultural Communication unit, in order to satisfy the requirements of the program. These courses may be taken as part of the advanced module of the program. For more information, please contact the Language and Intercultural Communication unit.

\* 3 Students who begin their studies with courses CEFN 411/CEFN 412 are not eligible for admission to the Certificate of Proficiency - French for Professional Communication. However, these students may register as Special Students and may be eligible to receive the McGill Attestation of Proficiency in French if they successfully complete all four (4) courses of the Advanced Module (CEFN 411, CEFN 412, CEFN 421, and CEFN 422) with a minimum grade of B- (65%).

## 3.2.2 Certificate of Proficiency – French for Professional Communication: Academic Regulations

### Admission Requirements

To be admitted to the *Certificate of Proficiency – French for Professional Communication*:

- Students must sit the Entrance Placement Test (EPT) and place into a level no higher than Intermediate high (CEFN 331/CEFN 332); see [section 3.2.3: Certificate of Proficiency – French for Professional Communication: Entrance Placement Test \(EPT\)](#) and [www.mcgill.ca/continuingstudies/programs-and-courses/languages/french/certificate-proficiency-french-professional-communication](http://www.mcgill.ca/continuingstudies/programs-and-courses/languages/french/certificate-proficiency-french-professional-communication) for details.
- Students must be at least 18 years of age and hold a CEGEP diploma (DEC) or equivalent.
- Students 21 years of age and over who do not have the normal academic background for admission may be admitted as mature students.
- Students between 18 and 21 years of age who do not have a CEGEP (DEC) diploma or equivalent may be accepted into a qualifying program to be determined by the *Language and Intercultural Communication unit*. Formal admission to the certificate program will normally follow upon satisfactory completion of the Qualifying Program.
- Students below 18 years of age without a CEGEP diploma (DEC) will not be admitted to a certificate program, nor will they be permitted to take courses.

### Admission Procedures

For more information, please see [School of Continuing Studies > Getting Started > Admission Requirements > : Admission Procedures: Continuing Studies Undergraduate and Graduate Certificates and Diplomas](#).

All students seeking admission to the *Certificate of Proficiency – French for Professional Communication* must also submit their Entrance Placement Test (EPT) result. Students who are eligible for admission to the program are strongly advised to submit an Application for Admission within their first session of studies.

### Residency Requirements and Advanced Standing

- Students are required to complete at least 70% of the program requirements at McGill University.
- Advanced Standing of up to nine (9) credits may be granted for successfully completed equivalent courses taken at the university level within the last five years.
- Students are permitted to be away from the program for three (3) consecutive sessions without reapplying and retaking the Entrance Placement Test.

### Time Limits

The program must be completed within four years from the date of admission. Students may request in writing an extension of this time limit, which may be granted under special circumstances with the approval of the Director.

#### **Academic Standing Requirements**

A student who obtains a grade of C (55%) or more in a given course is considered to have passed the course and is awarded three (3) university credits. Nevertheless, according to internal program regulations, a student must obtain a grade of B- (65%) or more in each course to be permitted to register for the next level and to qualify for the Certificate of Proficiency – French for Professional Communication.

An attendance of 2/3 of all lectures is mandatory.

A maximum of two unsatisfactory grades per course/level is permitted in a Certificate of Proficiency program. A student who cannot pass to a higher level after two attempts must have the permission of the relevant program coordinator in order to have permission to remain in the program. Overall, a maximum of three unsatisfactory grades is permitted in any of the Certificate of Proficiency programs.

**It is the student's responsibility to ensure that course and program requirements are met.** Students who fail to meet these requirements will be denied permission to continue in the course/program.

In order to be eligible for graduation, students must complete all program requirements with a cumulative grade point average (CGPA) of at least 2.0, which will be computed over all courses (including supplemental and unsatisfactory grades) taken in the program.

#### **Special Students**

Students not wishing to be admitted to the program may register as a "Special Student" in a course, provided they have taken the Entrance Placement Test (EPT), or have completed the necessary prerequisites. Please consult [School of Continuing Studies > Getting Started > Admission Requirements > : Special Student Status](#) for further information pertaining to Special Students.

Special Students, although not formally admitted to the program, are expected to demonstrate seriousness of academic purpose, and are governed by the Academic Standing Requirements mentioned above.

### **3.2.3 Certificate of Proficiency – French for Professional Communication: Entrance Placement Test (EPT)**

All new students are required to take an Entrance Placement Test (EPT) to assess their level of proficiency. The EPT is valid for a period of one (1) year from the test date. Students who do not register for a course within this time will be required to retake the EPT. Students who have no knowledge of French can sign a waiver attesting that they are beginners. Students who decide to sign this waiver after having read its contents carefully will be registered in a Basic French course. However, the Director has the right to transfer any student to another level if the waiver does not reflect the true level of the student.

The Entrance Placement Test lasts approximately two hours.

Since the test is written by large groups of students, test-takers are advised to arrive 30 minutes before the scheduled time and bring two pieces of photo ID, a sharp HB pencil, and an eraser.

The fee for the test is \$35.85 (non-refundable and may be subject to change), payable at the time of registration for the test. Your test results will be ready 3–5 business days after the placement test date. When they are ready, we will notify you by email and provide you with instructions on how to retrieve them. Information about course registration will be given out at the placement test.

For information on the Entrance Placement Test dates, please refer to [continuingstudies.mcgill.ca/search/publicCourseSearchDetails.do?method=load&courseId=19673](http://continuingstudies.mcgill.ca/search/publicCourseSearchDetails.do?method=load&courseId=19673).

---

## **3.3 Intensive French Program: Certificate of Proficiency in French – Language and Culture Overview**

The certificate is designed to offer thorough and integrated instruction of French as a second/foreign language over five levels (beginner to advanced).

### **3.3.1 Certificate (Cert.) Proficiency - French Language and Culture (Intensive) (100 CEU's)**

The program objectives include learning strategies for speaking, listening, writing, reading and pronunciation. It also includes special cultural modules for certain levels. Through this program, students will acquire the linguistic, communicative, pragmatic, and cultural competence needed to interact comfortably in work and social settings. Time is taken during class in the language laboratory to focus on each student's linguistic needs and development. Students benefit from small class sizes and enjoy sharing a unique learning experience with classmates from every corner of the world.

We offer five levels of study from Beginner to Advanced. Classes are held from 9:00 a.m. to 3:00 p.m., Monday to Friday. There are six sessions each year: offered during the Summer, Fall and Winter semesters. A student's level will be determined by the results of the Entrance Placement Test (held approximately one week before courses start). Upon completion of the last two levels of the program, with a minimum grade of B- (65%), students are eligible for the McGill Certificate of Proficiency in French - Language and Culture. The program also offers two complementary courses. These are designed to answer the student's specific needs. These courses will only be offered if the results of the placement test show that it is required and if the needs arise.

Application to the program must include full payment of tuition fees for one session. Tuition fees for subsequent sessions may be paid at a later date, determined by the University. Tuition fees do not include text books, medical insurance, travel or accommodation costs, or any class outings. Please note that credit card transactions cannot be conducted by telephone or by mail.

The courses are held during the day. Students benefit from small class sizes and enjoy sharing their learning experience with classmates who have come from all over the world. Some cultural activities are held after class during the week.

## Program Structure

Each of the courses below represents one "level" of the five levels of the program.

### Required Courses

(100 CEU)

CFRN 203*	(20)	Intensive French - Beginner
CFRN 323	(20)	Intensive French - Elementary
CFRN 333	(20)	Intensive French - Intermediate 1
CFRN 343**	(20)	Intensive French - Intermediate 2
CFRN 423	(20)	Intensive French - Advanced

### Notes:

\* CFRN 223 (20 CEU) Intensive French - Elementary Low

\* CFRN 223 (20 CEU) must be taken if a mark between 55 and 64% is obtained for CFRN 203 OR may be taken in place of CFRN 203 with permission of the program Director.

\*\* CFRN 355 (20 CEU) Intensive French - Intermediate High

\*\* CFRN 355 (20 CEU) must be taken if a mark between 55 and 64% is obtained for CFRN 343 OR may be taken in place of CFRN 343 with permission of the program Director.

## 3.3.2 Intensive French Program: Certificate of Proficiency – French Language and Culture: Academic Regulations

### 3.3.2.1 Admission requirements

- Students must be at least 18 years old.
- Students must write a Placement Test to assess their level of proficiency. This test is valid for a maximum of one (1) year. After this period, students must retake the test.

### 3.3.2.2 Admission procedures

Students wishing to register in the *Certificate of Proficiency – French Language and Culture (Intensive)* must complete an application for admission (online), including:

- payment of the application fee (CAD\$81.93 – non-refundable and may be subject to change without notice) and tuition fees in Canadian funds by Visa/MasterCard, certified cheque, or money order payable to McGill University;
- proof of age (copy of passport or birth certificate). Applicants must be at least 18 years of age;
- payment of mandatory Blue Cross insurance for international students.

Admission to the program is on a first-come, first-served basis. **This is a limited enrolment program.** *Students must attend class before the third day or forfeit their registration.* To cancel a session, the Client Services Office must receive a written request **before the end of the third day of class**. The student will be refunded the remaining tuition and medical insurance fees minus a cancellation charge of CAD\$200 (subject to change without notice).

For information on the term dates, please refer to

[www.mcgill.ca/continuingstudies/programs-and-courses/languages/french/certificate-proficiency-fr-language-and-culture/session-dates](http://www.mcgill.ca/continuingstudies/programs-and-courses/languages/french/certificate-proficiency-fr-language-and-culture/session-dates).

### 3.3.2.3 Academic Standing Requirements

A student who obtains a grade of C (55%) or more in a given course is considered to have passed the course. Nevertheless, according to internal program regulations, a student must obtain a grade of B- (65%) or more to be permitted to register for the next level. Attendance of 80% of all lectures is required in order to proceed from one course level to the next.

A maximum of two unsatisfactory grades per course/level is permitted in a Certificate of Proficiency program. A student who cannot pass to a higher level after two attempts must have the permission of the relevant program coordinator in order to have permission to remain in the program. Overall, a maximum of three unsatisfactory grades is permitted in any of the Certificate of Proficiency programs.

**It is the student's responsibility to meet the program prerequisites.** Students who fail to meet these requirements will be denied permission to continue in the course in which they have registered. The French Language Programs have some internal rules which students must respect. Students are expected to speak French in the classroom and on the school premises, with the exception of the first weeks in Beginners' level.

Active participation is required in class.

### 3.3.2.4 Requirements of Eligibility for the McGill Certificate of Proficiency – French Language and Culture (Intensive)

- Students must complete both CFRN 343 and CFRN 423 courses of the program and receive a minimum grade of B- (65%) in each to qualify for the Certificate of Proficiency – French Language and Culture (Intensive). Please note that CFRN 423 is recognized by the *Ministère de l'Immigration, de la Diversité et de l'Inclusion* (MIDI) as equivalent to level 7 of the *Échelle québécoise des niveaux de compétence en français des personnes immigrantes adultes* or Quebec Scale.

### 3.3.3 Placement Tests for the Certificate of Proficiency in French – Language and Culture

All new students must take a placement test in order to determine their level and assess their needs. Students must have been admitted to the program in order to take the placement test, which is held approximately one week before classes start. The results of the test are valid for one year. Taking the test does not guarantee a place in a course. Students who have not taken courses in the *Language and Intercultural Communication* unit within one year are required to retake a placement test.

### 3.3.4 International Students

If you are not a Canadian citizen or Permanent Resident and wish to study for longer than one semester, you must apply for one-year admission in order to obtain a **Study Permit and a Quebec Certificate of Acceptance**.

Students wishing to study for one semester need only apply for a Temporary Resident Visa.

You may also require an eTA (Electronic Travel Authorization); for more information, see [www.mcgill.ca/internationalstudents/immigration-documents/new-etax](http://www.mcgill.ca/internationalstudents/immigration-documents/new-etax).

McGill does not issue any immigration documents. Students are advised to begin this process as soon as possible and to be patient. For further details, contact the School's Client Services Office, the Canadian Embassy, or the Consulate in your country of residence.

By Senate regulations, **ALL** international students and their dependants are required to participate in the University's Blue Cross medical insurance plan. The plan meets the Immigration Québec health insurance requirements.

Students who are citizens and residents of one of the following countries and are registered as full-time students are eligible for coverage under the provincial health care plan (Québec Medicare) and are therefore not required to purchase Blue Cross medical insurance: France, Denmark, Sweden, Norway, Finland, Luxembourg, and Portugal. In such cases, students must apply for the Québec Medicare plan and provide proof to the School's Client Services Office.

Access to McGill Health Services is available upon payment of an additional Student Services fee.

### 3.3.5 Housing

The *Language and Intercultural Communication* unit can refer students to an organization that can place them in the home of a French-speaking family. This arrangement provides an ideal opportunity to speak French in the home setting and sample our Québécois hospitality. As well, Off-Campus Housing offers information on lodgings close to campus. University residences are available to students during the Summer session only. For more information, visit our website at [www.mcgill.ca/continuingstudies/prospective-students/english-and-french-intensive-application/frequently-asked-questions-faq](http://www.mcgill.ca/continuingstudies/prospective-students/english-and-french-intensive-application/frequently-asked-questions-faq) or contact the *Language and Intercultural Communication* unit.

---

## 3.4 Certificate of Proficiency in Written French – Workplace Communication Overview

The non-credit *Certificate of Proficiency in Written French – Workplace Communication* is designed to offer an intense training in written English as a Second/Foreign Language, from the mid-intermediate to the advanced level. For each level, the program includes specific language objectives, various forms of writing commonly used in the workplace, and strategies.

Many students studying French as a Second Language succeed in reaching an adequate level of oral fluency. However, they experience some difficulty in developing solid written communication skills which require more time and effort. This imbalance in language acquisition is a handicap in the workplace, where effective writing is a critical aspect of success for both employees and employers. With the rise of globalization, telecommuting and digital communications, good writing skills have indeed become vital in the modern workplace.

All courses in this program are offered in an online learning format.

For more information:

Email: [frenchonline.scs@mcgill.ca](mailto:frenchonline.scs@mcgill.ca)

Website: [www.mcgill.ca/continuingstudies/programs-and-courses/languages/online/written-french-workplace-communication](http://www.mcgill.ca/continuingstudies/programs-and-courses/languages/online/written-french-workplace-communication)

### 3.4.1 Certificate (Cert.) Proficiency in Written French - Workplace Communication (48 CEU)

The non-credit Certificate of Proficiency in Written French - Workplace Communication is designed to offer an intense training in written French as a Second/Foreign Language, from the mid-intermediate to the advanced level. For each level, the program includes specific language objectives, various forms of writing commonly used in the workplace, and strategies for effective written communication. It is designed for the acquisition of the linguistic, communicative,

and pragmatic competency needed in workplace contexts, and comprises a stringent pedagogical follow-up. The program's three levels are compatible with national and international frameworks of reference for languages, such as the Canadian Language Benchmarks (CLB), the American Council on the Teaching of Foreign Languages (ACTFL) Proficiency Guidelines, and the Common European Framework of Reference for Languages (CEFR).

#### Required Courses

CFRN 215	(8)	French Grammar at Work
CFRN 216	(8)	French Grammar and Writing in Context 1
CFRN 315	(8)	French Grammar and Writing in Context 2
CFRN 316	(8)	French Vocabulary for Workplace
CFRN 415	(8)	French Writing Techniques for Workplace
CFRN 416	(8)	French Written Communication Strategies for Workplace

---

## 4 TEF Canada (Test d'évaluation de français)/TEFAQ (Test d'évaluation du français adapté au Québec)

The TEF Canada and TEFAQ are French language proficiency tests recognized by the *Ministère de l'Immigration, de la Diversité et de l'Inclusion* (MIDI) as a measure of proficiency for its *Certificat de Sélection du Québec* (CSQ) immigration selection process, as well as Citizenship and Immigration Canada (CIC) for its citizenship selection process.

The tests contain four sections:

- Oral Comprehension (40 minutes)
- Oral Expression (15 minutes)
- Written Comprehension (60 minutes)
- Written Expression (60 minutes)

McGill University offers the TEF and the TEFAQ on behalf of the *Chambre de commerce et d'industrie de Paris* (CCIP). For more information about the TEFAQ, see the [Centre de langue française](#) and the [TEFAQ candidate manual](#). For more information about the TEF Canada, see [Centre de langue française](#) and the [TEF candidate manual](#).

Telephone: 514-398-2681

Email: [tefaq.scs@mcgill.ca](mailto:tefaq.scs@mcgill.ca)

Website: [www.mcgill.ca/continuingstudies/programs-and-courses/languages/testing-and-certification/tefaq](http://www.mcgill.ca/continuingstudies/programs-and-courses/languages/testing-and-certification/tefaq)

---

## 5 Spanish Language Programs and Courses (Offered by Translation and Written Communication)

For more information about McGill's School of Continuing Studies offering of Spanish Language Programs and Courses, offered by the Translation and Written Communication unit, refer to [School of Continuing Studies > Areas of Study > Translation and Written Communication > About Translation and Written Communication Programs and Courses > : Spanish Language Programs and Courses](#).

