



B

Level B Learning Path for Second Official Language Training (Self-Directed)

➤ Informal language training (self-directed)

If you are thinking of improving your second official language skills, **self-directed learning tools** are highly recommended as a first step – for any language. Once you have a basic understanding of a new language, you'll have a greater chance of benefitting from formal training.

However, if you're looking for information on formal language training, your manager remains **your first point of contact**.

➤ Formal Language Training – Tool for Managers

- Formal Language Training in the [National Capital Region](#) (NCR)
- Formal [Regional](#) Language Training (Outside the National Capital Region)

Note: some links in this document are accessible only on the Government of Canada network.

Level B learning path (self-directed)

There are many ways to learn another language. We recommend a learning path that includes the five major components of language learning:

- comprehension (oral and written)
- vocabulary
- pronunciation
- grammar
- fluency

Note that the activities proposed in both official languages are not necessarily identical due to the distinctive nature of each language. It's up to you, of course, to choose what you want to work on and in which order. **Happy learning!**

1. Develop your listening comprehension

Complete intermediate levels 1 and 2 of the [Mauril](#) app. You can download the app on your work or personal phone. The Mauril uses authentic content from Radio-Canada and CBC (Canadian Broadcasting Corporation). If you're not sure where to start, we suggest you first take the placement test offered in the tool.

Listening to podcasts and watching television are also great ways to develop your listening comprehension. For example, you can listen to podcasts on [OHdio](#) (in French only) and [CBCLISTEN](#) podcasts. You can also watch programs on [TOU.TV](#) (in French only) and [CBC Gem](#). These resources are also great ways to learn about Canadian culture in both official languages.

See [Mauril](#), [Radio-Canada](#) (OHdio and TOU.TV) and [CBC](#) (CBCLISTEN and CBC Gem) for accessibility features.



2. Develop your vocabulary

The Language Portal of Canada offers bilingual and unilingual [glossaries and dictionaries](#) that you can use to develop and enrich your work vocabulary. You can use a notebook, Excel, OneNote or any other tool to jot down and regularly review the vocabulary you want to work on. Like all government web pages, the pages of the Language Portal of Canada are accessible.

Also, some websites recommend using [flashcards](#), which can be a very efficient way to review and memorize your new vocabulary. Most of these sites offer apps for iOS and Android, as well as websites compatible with most browsers on Windows and Mac. TTS (Text to Speech) audio playback is often also available.



3. Improve your pronunciation

The following sites offer pronunciation exercises. Choose exercises at the beginner and intermediate levels, such as revising conjugations (French), pronouns, difficult words, words that sound alike, the place of the tonic accent (English), and so on. These sites contain a wealth of exercises for you to explore.

For French:

- [Phonétique \(phonetique.ca\)](#) (in French only)
- [Exercices de phonétique et de prononciation \(podcastfrançaisfacile.com\)](#) [Phonetics and pronunciation exercises] (in French only)

For English:

- [Les fondamentaux de la prononciation anglaise \(LLCERAnglais.fr\)](#) [Fundamentals of English pronunciation]
- [BBC Learning English – Pronunciation](#)
(The BBC website has several [accessibility features](#)).



4. Register for an online self-learning tool

You can use Public Service and Procurement Canada's standing offers to register for the [Online self-study program](#) (LRDG Program) available across Canada for both French and English. Check with your manager to see if this training program is available in your organization before registering. For an overview of **costs**, see [Rates: Online self-study program and virtual tutoring](#).

If you're not sure where to start, we suggest you first take the diagnostic test offered in the tool. The suggested modules to reach level B are **modules 6 to 12**. The LRDG platform has been assessed in accordance with [EN 301 549 \(2018\) standard, which includes WCAG 2.1](#).

Some well-known commercial online language self-learning products can also be used. Some of these are free or partially free, while others are not.



5. Improve your grammar

The Canada School of Public Service has online courses to help with your second language training. Register for the School's learning portal if you haven't already done so. See the [accessibility tips](#) for the Brightspace platform used by the School (login required).

For French:

- [Vocabulary and Verb Form Acquisition Exercises in French as a Second Language](#) (15 hours) (FON406)
- [Interactive Grammar Modules in French as a Second Language](#) (30 hours) (FON410)
- [Language of Work: Knowing One's Rights and Responsibilities and Maintaining One's Skills – Levels B and C](#) (3 hours) (FON414)
- [Jeux et exercices en ligne, apprendre le français en s'amusant \(ortholud.com\)](#) (in French only)

For English:

- [Verb Form and Vocabulary Acquisition Exercises in English as a Second Language](#) (15 hours) (FON405)
- [Interactive Grammar Modules in English as a Second Language](#) (35 hours) (FON409)
- [Language of Work: Knowing One's Rights and Responsibilities and Maintaining One's Skills – Levels B and C](#) (3 hours) (FON414)
- [Advanced and Intermediate English Lessons \(englishpage.com\)](#)



6. Using your second official language orally on a regular basis

Here are a few level B language challenges that you can do quite easily with a colleague or friend in your second official language. Repeat them until they become natural.

- Sign up for the Language Risk-Taking Passport (to come) and complete the proposed challenges.
- Examples of Level B language challenges:
 - Describe one of your main tasks.
 - Describe what you consider to be one of your strengths at work.
 - Describe how you got your current job.
 - Briefly describe your career path.
 - Describe one of your favourite recipes.
 - Describe your most recent trip.
 - Explain why your institution recently made a major change.
 - Explain how performance appraisals are carried out in your work team.
 - Explain the main changes brought about by the widespread use of teleworking in the office and its effects on your personal and professional life. Compare the two situations before and after the pandemic.

To maximize your chances of success in language training

- Be proactive. Take advantage of all the opportunities, formal and informal, to speak your second official language.
- Tell people around you that you're learning your second official language. This will make oral practice easier.
- Trust yourself. Choose realistic, B-level language activities. Don't be afraid to challenge yourself.

- Don't be discouraged by mistakes, as they are part of the normal learning process.
- Read bilingual emails received at work. Use the new vocabulary in your conversations.
- Consult your institution's intranet and Internet sites in your second official language. Compare the two official language versions.
- When reading in your second official language, don't forget to record new words in your personal vocabulary list.
- Keep your vocabulary list "alive" and keep adding to it.
- Alternate between active and passive listening. Expose yourself to the second language through listening, reading and culture. Focus on **authentic** linguistic exchanges.