

Official Languages and Language Skills Maintenance



Checklist – Online Resources

French as a Second Language

Prepare for the Public Service Commission's second language evaluation.
 Preparation for the French as a Second Language Evaluation (C258) Written Expression and Reading Comprehension
 Preparation for the French as a Second Language Evaluation (E434) Oral Proficiency – Levels B and C

Maintain your skills in grammar, vocabulary and oral and written communication.
Vocabulary Consolidation (E340) Four Professional Communication Topics in French as a Second Language
Vocabulary and Verb Form Acquisition (E434) Exercises in French as a Second Language
Master Key Competencies in Oral and Reading Comprehension (E439) French as a Second Language
Interactive Grammar Modules (E438) in French as a Second Language

English as a Second Language

Prepare for the Public Service Commission's second language evaluation.
 Preparation for the English as a Second Language Evaluation (C256) Written Expression and Reading Comprehension
 Preparation for the English as a Second Language Evaluation (E437) Oral Proficiency – Levels B and C

Maintain your skills in grammar, vocabulary and oral and written communication.
Vocabulary Consolidation (E341) Four Professional Communication Topics in English as a Second Language
Interactive Grammar Modules (E439) in English as a Second Language
Verb Form and Vocabulary Acquisition Exercises (E440) in English as a Second Language
Master Key Competencies (E441) in Oral and Reading Comprehension – English as a Second Language

Bilingual Products

Learn more about official languages and the Official Languages Act.
 Language of Work (E439) Knowing One's Rights and Responsibilities and Maintaining One's Skills – Levels B and C
 Official Languages Quiz (L005)
 Managing Official Languages Obligations (P312)

Practise your pronunciation in French and English.
 Sounds of French and English (E444)

Videos

Learn about the culture of bilingualism in the public service, chairing a bilingual meeting, and making an active offer to Canadians.

- How to Chair a Bilingual Meeting
- Making an Active Offer to Canadians
- Vox Pop on the Culture of Bilingualism

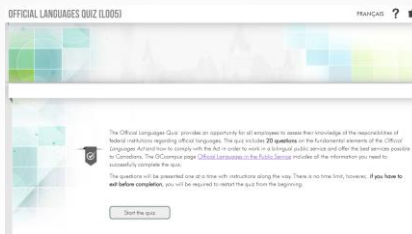
Job Aids

Evaluate your commitment to official languages.

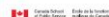
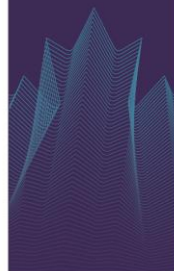
- Self-Assessment Tool for Official Languages Best Practices
- Chairing Bilingual Meetings



NEW RESOURCE: L005



Official Languages and English Language Skills Maintenance Program



Official Languages and French Language Skills Maintenance Program



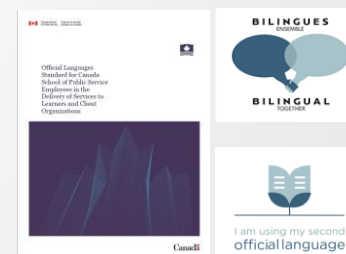
VIDEO: How to Chair a Bilingual Meeting



SELFASSESSMENT in Official Languages

| QUESTION | YES | NO | NEVER |
|---|--------------------------|--------------------------|--------------------------|
| 1. I use the most official language available in my work. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. I use a combination of official languages in my work. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. I use the official language of the province or territory in my work. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. I use the official language of the client or customer in my work. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. I use the official language of the majority of my work. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. I use the official language of the majority of my work. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. I use the official language of the majority of my work. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. I use the official language of the majority of my work. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. I use the official language of the majority of my work. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. I use the official language of the majority of my work. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

CSPS Corporate Initiatives



QUESTIONS?



Canada School of Public Service

École de la fonction publique du Canada



canada.ca/school-ecole
 @School_CC | @Ecole_GC
 /school-ecole