



# C

## Level C 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 – Tools 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 available only on the Government of Canada network.

## Level C learning path (self-learning)

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!**

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### 1. Develop your listening comprehension

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Complete the advanced levels 1 and 2 in the [Mauril](#) app. You can download the app on your work or personal phone. 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 (in English only). You can also watch programs on [TOU.TV](#) (in French only) and [CBC Gem](#) (in English only). 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 more information on accessibility features.




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## 2. Develop your vocabulary

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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.




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## 3. Improve your pronunciation

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The following websites offer pronunciation exercises. Choose exercises at the intermediate and advanced levels. These sites can be particularly useful for non-European language native speakers. In this case, choose exercises that work on syllabification, rhythm, accentuation, and intonation in both English and French. These sites also contain a wealth of exercises 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](#)).




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## 4. Register for an online self-learning tool

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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 C are **modules 13 to 15**. 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.




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## 5. Improve your grammar

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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:

- [Interactive Grammar Modules in French as a Second Language](#) (30 hours) (FON410)
- [Master Key Competencies in Oral and Reading Comprehension – French as a Second Language](#) (20 hours) (FON412)
- [Language of Work: Knowing One's Rights and Responsibilities and Maintaining One's Skills – Levels B and C](#) (3 hours) (FON414)

For English:

- [Interactive Grammar Modules in English as a Second Language](#) (35 hours) (FON409)
- [Master Key Competencies in Oral and Reading Comprehension – English as a Second Language](#) (20 hours) (FON411)
- [Language of Work: Knowing One's Rights and Responsibilities and Maintaining One's Skills – Levels B and C](#) (3 hours) (FON414)




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

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Here are a few level C language activities that you can do in your second official language.

- Sign up for the Language Risk-Taking Passport (to come) and complete the proposed challenges.
- Examples of level C language activities:
  - Explain why your position is essential to the smooth running of your institution, division, team.
  - Briefly describe your latest project and explain why it was important to carry it out.
  - Justify, in your opinion, the need for a major change at work.
  - Under what conditions would you accept a transfer or secondment? Justify your answers.
  - Describe a difficult situation you encountered at work and how you overcame it.
  - What advice would you give to a new public service employee? Justify your answers.
  - What do you see as a future challenge for the public service of Canada? Justify your answer.
  - If you could go back in time, what would you have done differently in your life or career? What do you think would have been the consequences?
  - Tell an inspiring story you've heard or experienced. Explain why this story made an impression on you, and why it could serve as an example.

### 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 later.

- Trust yourself. Choose realistic, C-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 work emails in your second official language. Try to reply in your second official language. Use the new vocabulary in your conversations.
- Register for professional training in your second official language.
- When reading in your second official language, don't forget to record new words in your personal vocabulary list.
- Keep your personal 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** oral linguistic exchanges.