

Guide for Learners

SECOND OFFICIAL LANGUAGE LEARNING JOURNEY: A SHARED RESPONSIBILITY

Second OL training helps the workforce acquire and maintain the language skills needed for the public service to fulfill its obligations under the *Official Languages Act*:

- employees should include their language training activities in the learning plan of their Public Service Performance Management (PSPM) agreement
- managers are responsible for creating a work environment that supports the use of both official languages and for supporting employees in their language learning and maintenance journey.

Learning a new language is all about:

- ✓ sustained effort over a prolonged period with opportunities to practise (use it or lose it)
- ✓ making it as easy as possible for yourself and integrating your language learning into your daily activities
- ✓ sharing your willingness to communicate with others in your second official language, building your linguistic resilience and enjoying the journey!

To help you get started and move forward to the next level in your second official language journey, below are some basic self-directed tools or activities available at no cost. This list of resources is not an exhaustive list.

Self-directed learning tools are recommended as a first step in any language learning journey. Once you have a basic understanding of a new language, you will be more successful in classroom training. If you would like to have classroom training:

- discuss it with your manager to determine availability of training and funds
- inform your manager if you require any accommodation during your learning journey



BASIC LEVEL RECEPTIVE BILINGUALISM

Receptive bilingualism is defined as a person's capacity to understand the second official language (reading and listening) without necessarily being able to speak or to write it.

Get started with the online training app [Mauril](#)!

- Getting started with Mauril is easy! Download the app on Apple and Android mobile phones and tablets or use the website version. By using authentic content from CBC and Radio-Canada, you can be immersed in how Canadians use English and French.
- Complete beginner levels 1 and 2 of Mauril, take on challenges according to your language level and take risks to increase your linguistic resilience.

- Complete beginner levels 3 and 4 of [Mauril](#).
- Complete either of these courses on verbs:
 - [Vocabulary and Verb Form Acquisition Exercises in French as a Second Language](#) (15 hours)
 - [Verb Form and Vocabulary Acquisition Exercises in English as a Second Language](#) (15 hours)
- Complete either of these courses on grammar:
 - [Interactive Grammar Modules in French as a Second Language](#) (30 hours)
 - [Interactive Grammar Modules in English as a Second Language](#) (35 hours)



BEGINNER LEVEL UP TO AAA



INTERMEDIATE LEVEL UP TO BBB

- Complete the intermediate levels of [Mauril](#).
- Complete the course [Language of Work: Knowing One's Rights and Responsibilities and Maintaining One's Skills - Levels B and C](#).
- Complete either of these courses :
 - [Preparation for the English as a Second Language Evaluation: Written Expression and Reading Comprehension](#) (20 hours)
 - [Preparation for the French as a Second Language Evaluation: Written Expression and Reading Comprehension](#) (20 hours)
- Be an active reader (for example, when you have access to documents that are available in both official languages, read the version that is in your second official language).
- Plan blocks of time (for example, half a day per week) when you will work and communicate only in your second official language.
- Complete a [self-assessment test](#) to give you an idea of the level (A, B or C) that you can attain.

- Complete the advanced levels of the [Mauril](#).
- Complete either of these courses:
 - [Master Key Competencies in Oral and Reading Comprehension - English as a Second Language](#) (20 hours)
 - [Master Key Competencies in Oral and Reading Comprehension - French as a Second Language](#) (20 hours)
- Plan blocks of time (for example, one day a week) when you will work and communicate only in your second official language, including when expressing yourself during a bilingual meeting.
- Use your free time to continue reading in your second official language and listen to television shows or podcasts that have complex stories.



ADVANCED LEVEL UP TO CBC

It is important to keep your manager updated on your language learning journey. Share your progress or challenges with them so they can support you. It is a shared responsibility!