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

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## Publication Information

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# 1 About Languages at the School of Continuing Studies

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## 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, the 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 our regular language offerings, customized courses can be developed in English, French, and other languages to local and international groups. These customized programs are tailored 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.

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## 1.2 Location

Language and Intercultural Communication  
688 Sherbrook

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

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

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## 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 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 professional, academic, and cultural opportunities in Quebec and beyond.

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### 2.1 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.

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



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

· 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 Certificate of Proficiency in English for Professional Communication must also submit their Entrance Placement Test

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## 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 Language over eight levels (elementary to advanced).

### 2.3.1 Intensive English Program: Certificate of Proficiency in English ± Language and Culture (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 competencies 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 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 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, and 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 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 fulfills 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; fees for subsequent sessions may be paid at a later date, determined by the University. Tuition fees do not include textbooks, medical insurance, visa or accommodation costs, or airfare. Please note that credit card transactions cannot be conducted by telephone or by mail. Applications can be mailed, sent by courier, or faxed to the Client Services Office.

#### 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
		Intensive English - B4

- proof of age (copy of passport or birth certificate). Applicants must be at least 18 years of age;
- proof of completion of secondary level of education or its equivalent;
- payment of mandatory Blue Cross insurance for international students for all sessions.

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 fee of CAD\$200 (subject to change without notice). Refund cheques are mailed within four to six weeks.

For information on the term dates, please refer to

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

### 2.3.2.3 Academic Standing Requirements

A student who obtains a grade of C (55%) or more in a 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 to the next.

A maximum of two unsatisfactory grades per course is permitted in a Certificate of Proficiency program. A student who cannot pass a higher level after two attempts must have the permission of the relevant program coordinator in order to remain in the program. 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 in English ± Language and Culture

- Students must complete both advanced courses of the program and receive a grade of B- (65%) or better. (5mTm (era24 4aj 1 o quali10 Tf 1 0 0 1 67.52 6uEng4m24 4aj 1 o quadsth

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2.4 Certificate of Proficiency in Written English ± Workplace Communication Overview

The non-credit Certificate of Proficiency in Written English Workplace Communications 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.

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. Language and Intercultural Communication'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.

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### 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

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### 3.2 Certificate of Proficiency in 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 of Proficiency in French for Professional Communication (30 credits)

This award-winning part-time certificate program has been designed to enable students to improve their 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 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 can'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 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/Advanced Credit Modules). In Spring, both Modules last nine weeks. Courses are held 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 myCequi

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 would like to be admitted to the Certificate of Proficiency in French for Professional Communication must take two complementary courses (CEFN 401 and CEFN 402), relevant 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 would like to be admitted to the Certificate of Proficiency in French for Professional Communication must take two Comprehensive Challenge Exams which correspond to the B2 level (CEFN 221/CEFN 222), and two complementary courses (CEFN 401 and CEFN 402), relevant 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 in 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%).

Certificate of Proficiency in French

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 course is considered to have passed the course and earned 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 continue to the next level and to qualify for the Certificate of Proficiency in French for Professional Communication.

An attendance of 2/3 of all lectures is mandatory

A maximum of two unsatisfactory grades per course 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.



in work and social settings. Time is taken during class in the language laboratory to focus on each student's linguistic needs. Students benefit from small class sizes and by sharing a unique learning experience with classmates from every corner of the world.

We offer three 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 level 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 tests show that it is required and if the needs arise.

Application to the program must include full payment of tuition fees for one session; fees for subsequent sessions may be paid at a later date, determined by the University. Tuition fees do not include textbooks, medical insurance, visa or accommodation costs, or airfare. Please note that credit card transactions cannot be conducted by telephone or by mail. Applications can be mailed, sent by courier or faxed to the Client Service Office.

The courses are held during the day. Students benefit from small class sizes and by 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 three 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 replaced by 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 replaced by CFRN 343 with permission of the program Director

Intensive French Program

For information on the term dates, please refer to [www.mcgill.ca/continuingstudies/programs-and-courses/languages/french/certificate-proficiency-language-and-culture/session-dates](http://www.mcgill.ca/continuingstudies/programs-and-courses/languages/french/certificate-proficiency-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 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 to the next.

A maximum of two unsatisfactory grades per course 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 be permitted 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 the program.

Active participation is required in class.

### 3.3.2.4 Requirements of Eligibility for the McGill Certificate of Proficiency in French ± Language and Culture

- 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 in Language and Culture. 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 immigrées adultes* 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 be 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 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 AET (Electronic Travel Authorization); for more information, see [www.mcgill.ca/internationalstudents/immigration-documents/visas](http://www.mcgill.ca/internationalstudents/immigration-documents/visas)

McGill does not issue 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/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 Quebec 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 (Quebec Medicare) and are therefore not required to purchase Blue Cross medical insurance: France, Denmark, Sweden, Norway, Luxembourg, and Portugal. In such cases, students must apply for the Quebec Medicare plan and provide proof to the School's Client Services Office.

Those who study for more than one semester must purchase medical insurance for one academic year. This insurance must be included with the tuition payment in one cheque to McGill University. 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 Quebec hospitality. Off-Campus Housing offers information on lodgings close to campus. University residences are available to students during the Summer session. 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 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: [frenchonlinescs@mcgill.ca](mailto:frenchonlinescs@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 of 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 competencies needed in workplace contexts, and comprises a stringent pedagogical approach. The program's three levels are compatible with national and international frameworks of reference for languages, such as the Canadian Language Benchmarks (Canadian Council on the Teaching of Foreign Languages (ATFL) 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

