

## LANGUAGE POLICY (SG-14) GUIDELINES January 2021

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### Introduction

The purpose of these Guidelines is to set further provisions related to the *Language Policy (SG-14)* and offer language resources to make writing in French easier.

### Communications between employees

Each employee is free to choose French or English as a language of communication with other employees.

### Communications about security

All communications from the University pertaining to security shall be provided in both languages. As far as possible, such communications shall be issued simultaneously in both languages.

### Written communications from the University to employees about working conditions

Section 1 of the Policy applies to the communications that the University sends its employees collectively and, in certain cases, individually, when such communications pertain to working conditions or the University's job postings, policies, pension plan and group insurance plan.

### Training offered to University employees

The professional development training courses offered by the University to its employees may be given in either French or English, according to the trainer's preference. However, if written documents are handed out to employees as part of such courses, a French version of these documents shall be provided in addition to any version in another language.

### Advertising in social media

Public signs and posters and commercial advertising pertaining to a cultural or educational product or activity (collectively designated as "educational or cultural item") may be in English only if the contents of such an educational or cultural item are in English or if the item takes place in English. Nevertheless, for greater clarity, when the educational or cultural item is advertised in a French language news media, such advertising is required to be in French.

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Thus, the advertising of blogs (for instance “Looking for some tips to ace your exams”) is not required to be bilingual. In contrast, the advertising of general information addressed to the university clientele as a whole (for instance “The winter term will be delivered remotely”, “Come to an employer fair”, or “There is a new menu at the cafeteria”), is required to be bilingual.

### Comments

When an employee has a personal and direct interest in making an observation about the policy, such an observation may be submitted at any time to the employee’s direct supervisor. Any observation shall be presented in writing and be as detailed as possible. Supervisors can consult the University Secretariat about observations communicated to them. The University Secretariat may issue recommendations after consulting, if deemed necessary, the standing committee responsible for monitoring the Language Policy.

An employee may also, if preferred, address an observation directly to the Secretary General.

### Language Resources

The University’s Translation Services department answers employees’ requests for English to French translation, language editing of French texts, and terminology assistance. In addition, it recommends the language resources below, which are also listed on its [Cspace](#) page.

### **French Learning**

Concordia Continuing Education offers French language courses.

### **Centre d’apprentissage et de promotion du français**

The Centre d’apprentissage et de promotion du français (CAPF) provides a focal point for the University’s French language learning and promotion resources. It serves, among other things, as the home of the *Réussir en français* initiative, which highlights French learning and promotion programs and activities by bringing together all the resources needed to acquire this language. The CAPF is accessible to all Concordia students, faculty members and employees.

### **Translation Services’ Terminology Bank**

The University’s Translation Services department keeps a [Terminology Bank](#) containing:

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- Official English and French University designations (buildings, facilities and research centres; faculties, teaching departments and administrative units; groups and committees; position titles; etc.);
- A vast number of technical terms related to higher education as well as the University's fields of study and areas of activity.

### **Other Canadian terminology banks**

- The Government of Canada's terminology bank: [Termium Plus](#)
- The terminology bank of the Office québécois de la langue française: [Le grand dictionnaire terminologique](#)

### French Style Rules

Over the years, Translation Services has adopted various French styles rules based on official recommendations and reliable documentary sources. A list of the University's main French style rules is presented on Translation Services' [Cspace](#) page.

### Other references on French language and style rules

- The [Banque de dépannage linguistique](#) of the Office québécois de la langue française (OQLF)
- The Government of Canada's *Outils d'aide à la rédaction*
- *Le français au bureau*, by Noëlle Guilloton and Hélène Cajolet-Laganière, published in 2014 by the OQLF
- *Multidictionnaire de la langue française*, by Marie Éva de Villers, published in 2012 by Québec Amérique
- *Le style – Conseils pour écrire de façon claire et vivante*, by André Noël, published in 2009 by Éditions La Presse