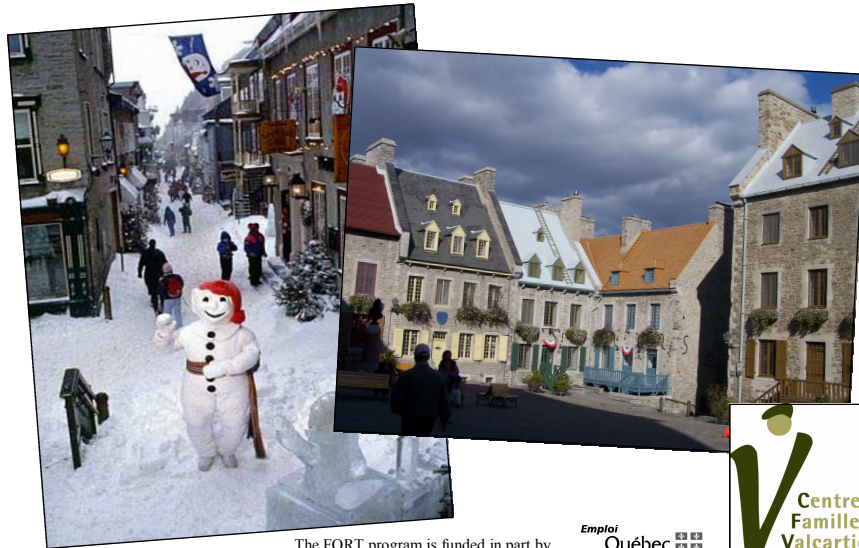




Job-Hunting in French: A Practical Guide for Quebec



The FORT program is funded in part by



Working in Quebec City is nearly synonymous with working in French. If you have been immersed in Quebec culture, are looking for work and feel in need of a *coup de pouce*, this booklet is for you. Put together by the Valcartier Family Centre's FORT Program (the employment assistance service for the English-speaking population of Quebec), the booklet portrays important job-hunting tools, with *Québécois* flavour to boost. You will also find common terms for everyday conversation, not to mention very handy translations of French proverbs! We hope that, all together, this will prove to be a practical tool, complementing the first-rate services offered to you by the FORT Program team.

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**The FORT
Team**

The Valcartier Family Centre is one of the only organizations in the Quebec City region to offer guidance and employment counselling in English. A team of guidance counsellors are available to help you reach your personal and professional objectives.

Several services offered to our anglophone clientele include :

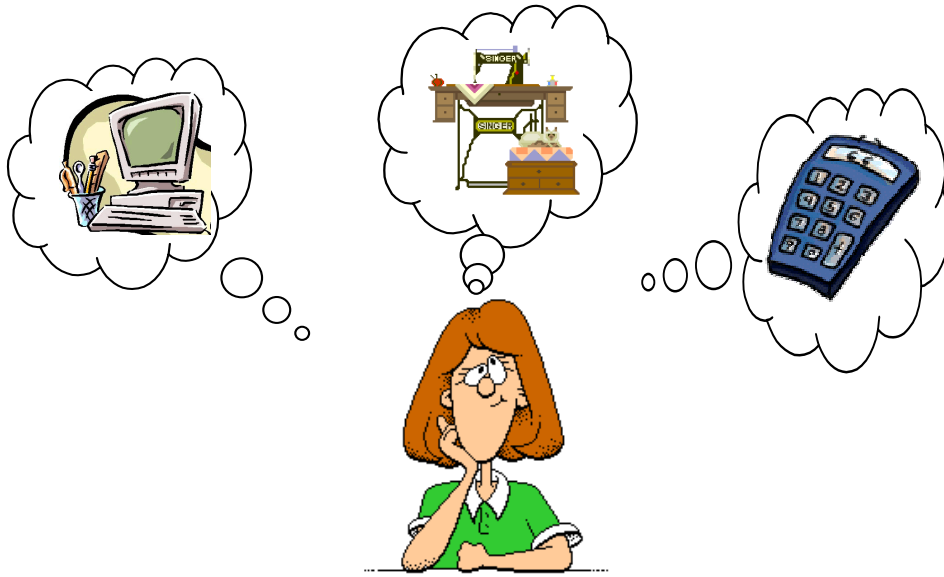
- Needs' assessment and development of a personalized action plan
- Evaluation of interests, values, skills and requirements regarding employment
- Assessment of Interests' and aptitude tests
- Information regarding the job market and schools
- Information regarding financial assistance
- Evaluation of academic record



Our clients also have access to :

- A Resource Centre
- Printer, photocopier, and fax machine
- Information regarding education and employment
- Employer directory
- Up-to-date job offers
- Staff on hand to respond to your questions

Writing Resumes that Work



Tips on creating resumes
that will grab an
employer's attention

An Accomplished Resume

Aim:

A resume is a communicative and promotional tool. It is used to inform employers of your profile as defined by your work experience and training. It must highlight your skills and your acquired knowledge.

Some technical points:

- ◆ 2 to 3 pages, with no spelling errors;
- ◆ Write it up on computer;
- ◆ Open phrases with action verbs; maintain this style throughout your resume;
- ◆ Make direct links between your skills and training and those needed for the position sought.

To be avoided:

- ◆ Do not include personal information such as your social insurance number, birth-date or age, birthplace, sex, health, marital status...
- ◆ Do not include a photo of yourself; do not sign or date your resume (sign and date your letter of presentation);
- ◆ Do not include references in your resume. Compose a separate page to bring with you for your interview. Do not give a reference's name or coordinates without first obtaining their permission;
- ◆ Do not attach transcripts of courses and marks;
- ◆ Avoid simply enumerating past positions;
- ◆ Do not print your resume on colour paper;
- ◆ Do not use protective (plastic) envelopes. Don't make a cover page. Keep your resume brief, simple, and to the point.;
- ◆ Do not mention past or desired salary;
- ◆ Do not indicate reasons why you left past positions.

EXAMPLE RESUME LAYOUT

Name : _____
Address : _____
City: _____
Postal code : _____
Telephone number : _____
Email address : _____

CAREER GOAL, PROFILE, SUMMARY OF QUALIFICATIONS: _____

EDUCATION:
Diploma or program of study : _____ year : _____
Name of school and city : _____
Diploma or program of study : _____ year : _____
Name of school and city : _____

TRAINING:
Title of course : _____ year : _____
Name of school and city : _____

PAST WORK EXPERIENCE (related to position sought, both paid positions and volunteer)
Job title : _____ year: _____
Name of company, City : _____

Tasks and responsibilities (action verbs) :
• _____
• _____
• _____

Job title : _____ year: _____
Name of company, City : _____

Tasks and responsibilities (action verbs) :
• _____
• _____
• _____

Job title : _____ year: _____
Name of company, City : _____

Tasks and responsibilities (action verbs) :
• _____
• _____
• _____

Volunteer work
Title : _____ year: _____
Name of organisation , City : _____

Tasks and responsibilities (action verbs) :
• _____
• _____
• _____

References available upon request

A WINNING RESUME

JOHN WHITE

2540, Main Street
Montreal (Quebec) P2K F3L
Phone:(514) 555-2212
E-mail:johnwhite@hotmail.com

Qualifications

- ✓ Over fifteen years experience operating a wide range of heavy-duty equipment;
- ✓ Class 1 license with accident-free record;
- ✓ Hard worker and able to follow instructions easily.

Education

Heavy Equipment Operator Diploma 1985
Centre de formation Jocus, Charlesbourg (Quebec)

High School Diploma 1983
Moncton High, Moncton (New-Brunswick)

Certifications

Tractor Operator 1981
Commission de la Construction du Québec

Transportation of Hazardous Materials (WHMIS) 1980

Occupational Health and Safety 1979

Work Experience

Loader Operator 2005 to present
ACA Equipment, Quebec (Quebec)

- Maintenance of conveyor belts;
- Mechanical repairs and welding;
- Loading of trucks.

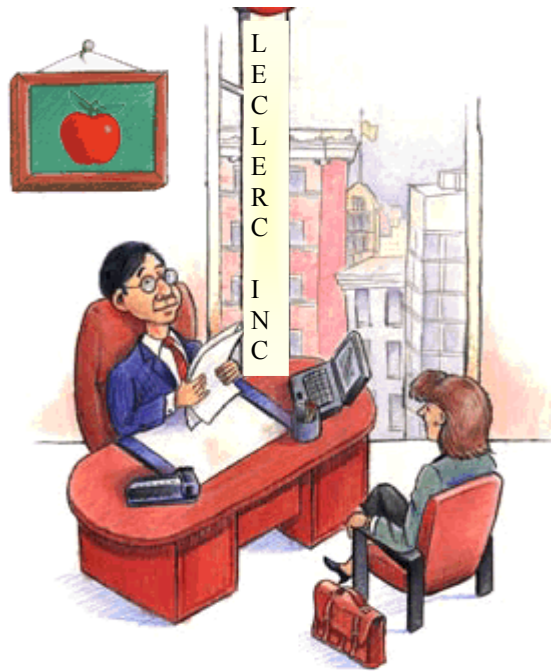
Logging Semi-Trailer Driver 1997-2005
Bill and Bob inc. Enterprises (Quebec)

- Heavy machinery operator;
- Mechanical repairs.

Heavy Equipment Operator 1991-1997
(loader, skidder, cable shovel and tractor)
Transport Guy Ritchi (Quebec)

REFERENCES WILL BE AVAILABLE UPON REQUEST.

Getting Ready for a Job Interview



Preparation is Key!

Effectively Preparing for an Interview

Aim :

An interview allows you to make yourself known to an employer. You must take advantage of it to prove to an employer that you are the ideal candidate for the job. You have to speak in terms of training, work experiences, acquired knowledge and core qualities.

BEFORE THE INTERVIEW :

BE INFORMED :

- ◆ Take good note of the interview's date, time and location;
- ◆ Try to know the name and company position of the interviewer;
- ◆ Gather information on the company: offered services, philosophy, years of existence, who are the leaders (men or women), number of employees...

WHERE TO GET INFORMATION :

- ◆ Contact someone you know in the company;
- ◆ Ask the secretary for pamphlets;
- ◆ Consult newspapers, the Internet, company directories, your local centre of employment, the regional chamber of commerce, etc.

KNOW YOURSELF :

- ◆ Assess your skills, key points and weak points;
- ◆ Know your résumé by heart;
- ◆ If the employer asks you for an example of something you could improve or a flaw, name them briefly and explain especially how you work to manage or to improve this element. Name a flaw which you can transform into a quality in another context, or still, name a flaw which is not linked to the job;
- ◆ Establish links between your training, your qualifications, your working experiences, your realizations and the job you are now applying for.

PRESENTING YOURSELF :

Remember that the first 4 or 5 minutes of the interview are decisive.

« The first impression »

- ◆ Pay a particular attention to the clothes you wear;
- ◆ Bring a copy of your résumé, references, report cards, diplomas;
- ◆ Be there at least 10 minutes in advance;
- ◆ Present yourself with a smile to the person who welcomes you, as the employer could ask him or her for his impressions.

HOW TO BEAR YOURSELF DURING THE INTERVIEW

NON-VERBAL BEHAVIOR :

- ◆ Learn to manage your STRESS;
- ◆ Dress accordingly;
- ◆ Give a firm handshake;
- ◆ Observe how the interviewer acts;
- ◆ Do not chew gum;
- ◆ Sit down straight and comfortably;
- ◆ Avoid nervous hand gestures;
- ◆ Be confident at all times.

VERBAL BEHAVIOR :

- ◆ Address the interviewer by his or her name;
- ◆ Be ready to answer tricky questions (e.g.: Tell me more about yourself, describe your best friend);
- ◆ Let the interviewer take the lead of the interview;
- ◆ Express yourself clearly by avoiding answers that are too long or too vague;
- ◆ Never criticize your former employer or job;
- ◆ Bring examples to demonstrate how you've improved your weak points;
- ◆ Adopt an attitude which demonstrates your interest for the position;
- ◆ Thank the interviewer.

PRACTICAL ADVICE :

- ◆ Prepare mentally;
- ◆ Make sure you know how to get to where the interview takes place;
- ◆ Be attentive to the information which is supplied to you;
- ◆ Remember the names of everyone present for your interview;
- ◆ Look at your interlocutor's eyes, without however staring;
- ◆ Be yourself, frank and open;
- ◆ Support what you say with concrete examples;
- ◆ Take time to think before answering the question;
- ◆ Be dynamic, enthusiastic, enliven your voice;
- ◆ After the interview, send a thank-you letter;
- ◆ If you are not certain of the meaning of the question, ask the employer for precisions.

After the interview, take time to congratulate yourself for your performance.

EXAMPLES OF FREQUENTLY ASKED QUESTIONS

- ◆ Tell me about yourself ?
- ◆ What are your strengths and weaknesses?
- ◆ What kind of person would you say you are ?
- ◆ How do your co-workers see you?
- ◆ Why would you like to work for us ?
- ◆ Why do you think you are the right person for this job ?
- ◆ Do you prefer working alone or as part of a team ?
- ◆ Have you ever done this kind of work ?
- ◆ Why did you leave your last job, or why do you want to leave your present position ?
- ◆ What salary are you expecting ?
- ◆ Why should we hire you instead of someone else ?
- ◆ What five words, in your opinion, could best describe you ?
- ◆ What did your last employer think of you ?
- ◆ What are your long term goals ?
- ◆ Can you work under pressure, or honour tight delays ?
- ◆ Would you accept temporary or contractual work ?
- ◆ What did you learn of importance at your last job?
- ◆ Would you rather work for a small or large company ?
- ◆ Describe the daily tasks you will accomplish in this position ?
- ◆ Tell us about our company ?
- ◆ In what situations have you needed to show initiative ?
- ◆ How do you think about your past employer ?
- ◆ How would your friends describe you ?
- ◆ How do you deal with criticism ?
- ◆ How do you view authority ?
- ◆ What can make you angry?
- ◆ Why have you chosen this career?
- ◆ What do you think of working overtime?
- ◆ What more can you bring to our company?
- ◆ Describe the ideal candidate for this position ?

Successful Cover Letters



Some helpful tips on
writing letters to potential
employers

A GOOD COVER-LETTER

AIM :

A cover letter's role is to incite an employer to look at your resume. It is also used to establish a clear link between your resume and the position you are applying for.

QUALITIES :

It must be:

- ◆ Concise, complete, and clear;
- ◆ Written to highlight your talents and relevant work experience;
- ◆ Addressed to one person in particular.



TECHNICALITIES :

- ◆ Maximum one page;
- ◆ No spelling errors;
- ◆ Short, complete paragraphs;
- ◆ Write it up on a computer. Use the same font as your resume ;
- ◆ Must be signed in blue pen;
- ◆ Date and city written in the upper left hand corner.

A COVER LETTER LAYOUT

City, date

Name of person in charge of hiring
Company name
Address
City, (Province) Postal Code

Dear (name)

1st paragraph: Introduce yourself, mentioning the position you are applying for and your attached resume.

2nd paragraph: Present the qualifications you possess in relation to the position you are applying for. Highlight your strengths and your career goals. Describe what makes you an ideal candidate. .

Closing paragraph: This is where you request an interview, make known your availability, thank your potential employer and express your salutations.

Signature

Your name
Your address
Telephone
Enclosure (l)

Example of a Good Cover Letter

Quebec, September 17, 2007

Thomas Jones
Jeffrey Hale Community Services
1200 Holland Street, Quebec (QC) G08 5S1

Dear Mr Jones:

Please find enclosed my resume in application for a part time Registered Nursing position. I have learned about the wide range of health services you provide to a multicultural population, and am extremely excited by the prospect of joining your team.

I graduated with a BN Degree, which has provided me with a rich knowledge base as well as skills directly related to this position. Through my education and work history I have gained experience in community health, acute care nursing, emergency room, medical evacuations and clinical settings. My experience has acquainted me with health promotion, prevention, restoration and maintenance as central components to nursing. My experience also emphasizes the importance of professionalism, leadership and critical thinking Other essential skills I have acquired include flexibility, adaptability, cooperation, public relations, superior organizational skills, as well as supervisory and management skills.

I look forward to the opportunity to speak with you further about my qualifications. Thank you for your time and consideration.

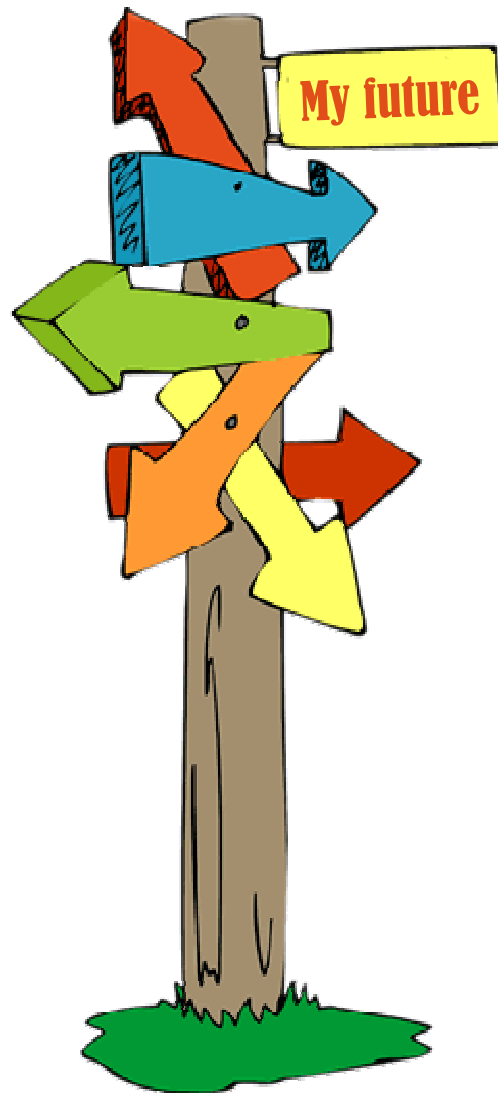
Sincerely,

Hila George
30 Chemin de la Ruchée
Quebec, Quebec GOA 2C0
Contact Number 418 841-1277

To avoid :

- ◆ A general letter sent to all the employers;
- ◆ To emphasize your limits (lack of experience, dismissal, renunciation of studies, etc.);
- ◆ To show doubt by negative sentences (generally, I believe, I shall try, etc.);
- ◆ Not to make enough links between the job and your experiences;
- ◆ To be too general (you will notice in the reading of my résumé that I have the required assets);
- ◆ To write a long text on your professional experiences.

Academic and Vocational Counselling

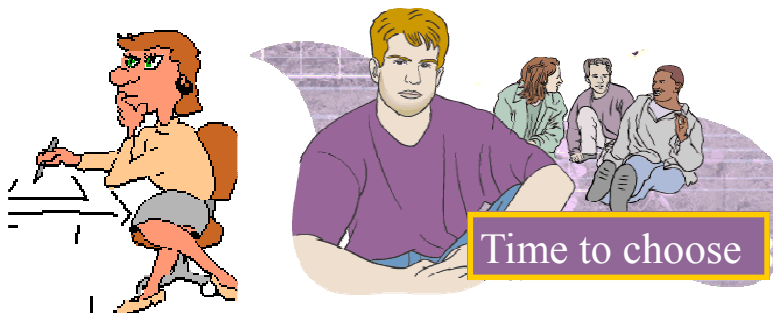


ACADEMIC AND VOCATIONAL COUNSELLING

Are you wondering what you'll be doing in the future? You don't know what to do and where to go? Are you wondering which academic program could best suit you? You want to go back to work, acquire experience or change jobs? It's time to act! Make an appointment with a guidance counsellor at the Valcartier Family Centre.

EMPLOYMENT COUNSELLING:

- ◆ Being helped by a guidance counsellor, you will take the time to think about yourself through discussions, tests and exercises ;
- ◆ Take an in-depth look at your professional vocation or discuss your career planning;
- ◆ Acknowledge your experiences to prepare for a career change;
- ◆ Make a link between your interests, your abilities and the labour market.



THINGS TO CONSIDER WHEN GOING BACK TO SCHOOL:

- ◆ You will probably have to rethink the way you spend your time, you must keep in mind that you will be less available for your family and friends for a while;
- ◆ You may have to adapt to a new lifestyle, find ways to do more with less for the duration of your studies;
- ◆ Look for financing possibilities (Government Loans and Bursaries Program, withdraw money from RRSPs for studies, etc.);
- ◆ Several training programs might not be available in your region and thus require mobility or even moving to a new town.

Valcartier Family Centre FORT Program can offer you personalized assistance

What you'll find :

- ◆ The expertise of a team of guidance and career counsellors;
- ◆ Access to a documentation centre;
- ◆ Access to computer stations and the Internet;
- ◆ Professional and Educational information software «Repères»;
- ◆ Documentation on educational institutions and programs;
- ◆ Contact with employers;
- ◆ Information on the local and regional job market;
- ◆ Assistance with documentation research;
- ◆ Access to a printer, photocopier and fax machine.

In a dynamic, friendly and professional environment.

Offered in both English and French.

Free

Web sites :

www.schoolfinder.com	Find information on more than 1,700 universities, colleges and career colleges in Canada, including admission requirements, costs, programs and contact details
www.jobfutures.ca	Canada's career and education planning tool.
www.inforoutefpt.org/home.htm	Vocational and technical training in Quebec.
www.headingforsuccess.com	Career of the future requiring vocational or technical training List of careers
www.mels.gouv.qc.ca	Quebec's Education Ministry
www.jobsetc.ca	Training, Career and Worker Information
www.emploiquebec.net	IMT online: Training and career information

Dynamic and Efficient Job Searching



Tricks and tips
for establishing
a good action plan

An effective job search

Have you ever wished an employer would call you and say: «I've heard so much good about YOU, would you please come work for my company?» Sadly, this happens quite rarely. In reality, most people must take many steps before obtaining a job that suits them.



TIPS AND HINTS :

- ◆ Start searching today ! You may not need a job right now, but nothing is keeping you from researching the job market tendencies where you live;
- ◆ Know what you have to offer to a employer, as well as the positions you could fill within a company;
- ◆ Visualize your desired position. Can you see yourself in the company, within the physical environment, the workplace ambiance, etc. ?;
- ◆ Trust in your potential. Believe that you are qualified;
- ◆ Let known your strengths, your relevant work experience and what distinguishes you from the rest when you apply for a position;
- ◆ Be yourself, and smile. A pleasant personality and demeanour are highly impressive;
- ◆ Think positive. Take it as a fact that the perfect job for you exists somewhere.



ACTION PLAN :

Many methods exist to make a job search more efficient. The more methods you combine, the more your chances of reaching your goal are high.

1. Be sure that every one of your acquaintances knows that you are searching for a job. Ask for names of contacts or ideas to pursue;
2. Start building a network in the area of work that interests you (go to conferences, breakfast meets, etc). Let yourself be known! Did you know that 80% of all jobs are never advertised? They are filled through networking;
3. Sign-up with different candidates' banks, recruiting or placement agencies;
4. Read the papers to know where enterprises will be investing within their companies, and to read job offers. There are also numerous web-sites to explore;
5. Target the companies you wish to work for the most. Gather information and documentation on these companies to know them as well as possible;
6. Contact the person in charge of human resources to request an interview, during which you will present your services and ask for further information. (Who does what, future investments, etc);
7. If an employer tells you that there are no positions available, ask when they think they may be hiring. Take note and contact them at this time;
8. Send a thank-you letter following this meeting, after a few weeks, underlining a few of your strong points that could be useful to them and reaffirming your availability;
9. When you cannot obtain an interview, send your resume, with a cover letter, indicating that you will contact them soon.

TO BE AVOIDED :

- ◆ Sending out 50 resumes a week and leaving them with the company secretary;
- ◆ Having too many constraints (schedule, salary, etc.);
- ◆ Repeating to yourself that there are no jobs available and no one wants to hire you;
- ◆ Presenting yourself to an employer with a pile of resumes;
- ◆ Being too arrogant or not knowing exactly what you want;
- ◆ Writing « any » as answer to which position are you applying for?
- ◆ Applying for jobs that do not correspond to your profile.



Chronicle Telegraph http://jobs.qctonline.com/	Chronicle telegraph
V.E.Q http://www.veq.qc.ca/jobs.htm	Voice of English, employment opportunities
Federal public service www.jobs.gc.ca	Job offers at the Commission of the public office of Canada.
Emploi Québec www.emploi.quebec.net	Jobs offers throughout the province & resume posting.
Fonction publique québécoise www.tresor.gouv.qc.ca	Information and job postings for the Provincial government.
Career Owl www.careerowl.ca	Resume posting and job search in Canada and US. Mostly Montreal.
Youth jobs www.youth.gc.ca	Summer jobs or internships all year round for full time students
Jobboom www.jobboom.ca	Job offers and resume postings.
Monster www.monster.ca	Canadian job offers and resume postings.
Repères Emplois www.reperes-emplois.com	Private sector job offers linked to « Les Affaires»
Canada Jobs www.canadajobs.com	Canada-wide job search. You can also post your resume and search for job offers.
Human Resources and skills development Canada www.rhdsc.gc.ca	Career Informations. Federal government job postings.
Workopolis www.workopolis.com	Job search and resume posting. Linked to« Le Devoir» and « Le Soleil».
Agence de santé de la capitale nationale (RSSS)	www.rrsss03.gouv.qc.ca
Santé Montréal	www.santemontreal.qc.ca
Le réseau juridique du Québec	http://www.avocat.qc.ca/juristes/emplois.htm
The Website of the English Second Language Teachers' Network	http://esltn-quebec.com/

Outfox the receptionist

Scenario

Julia:
Good morning, I'd like to speak to the head of the ABC department

Receptionist:
May I ask what about?

Julia:
I would like to find out about job opportunities in the short or medium-term

Receptionist:
Send us a resume please.

Julia:
Of course, to whom should I address it?

Receptionist:
To Mr.XYZ

Aha! Now you've got a name....
Call back a few days later and ask to talk that person, Mr.XYZ.



Like a good guard, the operator will refuse to put you through.

Mail your resume, stating in your application letter that you will call in a few day's time to check how your application is progressing. Call back on the agreed date.

Julia:
Good morning, I'd like to speak to Mr.XYZ, he' expecting my call.

Receptionist:
Who's calling, please?

Julia:
Julia Wily

Receptionist:
One moment please

It is highly likely that she will put the call through. At the very least, she will check with Mr.XYZ if the wants to take your call. After that, it's up to you.



Image is important, contrary to popular belief

Non-verbal communication relays a message that works. It is also claimed that in interviews, 50% of the analysis conducted by individuals who interview an applicant focuses on the applicant's appearance and how they come across. Studies also show that there is a significant correlation between beauty and success. Looks have an important psychological impact; they are the reflection of a positive image and thereby enhance the individual's performance and have a corresponding impact on the perception of those around them.

Apart from appearance, attitudes and gestures also carry a message. The pitch of our voice and the rhythm of our words also indicate enthusiasm, self-confidence or difference, arrogance... A contradictory impression can also be left if the tone is not consistent, if you yawn while saying you are highly motivated.

It is up to each one of you to ensure that the image you project is to your advantage. Make the right choices: dress can be appropriate and well groomed, or eccentric and weird; a handshake can be firm or limp ; a look can be straight in the eye or evasive; posture can be erect or hunched.



Practical, practical, a business card

A business card is a very useful tool in a job search. This little introductory card is a practical, effective means of promoting yourself. Its format means that you can carry it easily in a jacket pocket or a handbag, and it can be handed anytime, anywhere to a potential employer or contact.

Take a few hours to produce your homemade business card. Stand out from the crowd by demonstrating your ability to adjust to new trends in job searches and compete with job seekers who are already using this presentation tool.

Content

Name, telephone number, area of activities or training and employment sought.

How to ensure that your application lands in the wastebasket:

- Address it to the company, with no specific recipient
- Address it to someone who is no longer working there
- Address it to a job title, rather than to an individual

Did you hear about the man who...

Did you hear about the man who found a job through the brother of the aunt of the girlfriend of the superintendent at the school where his wife's grandfather's hairdresser's son went?

The fact that many positions are simply advertised within the organisation or filled by candidates referred by people who are already working for the company is an argument in favour of using and developing your own network of contacts. Relying on your friends and acquaintances to help you in your efforts can yield impressive results. You will be astonished at what the people around you will do to facilitate your search.

Approach family, friends and acquaintances



Tell your family, your friends and your neighbours that you're looking for a job. Tell them what field you are in and ask them to give you a hand in your efforts. They can provide you with information about hiring opportunities in their own place of work or in that of someone they know. Don't forget your ex-employers, your former co-workers, your insurance agent and your bank manager. The more people are aware that you are looking for a job, the greater your chances of identifying job opportunities and obtaining an interview. This is what is known as the snowball effect.

Once you have contacted the people in your own network or people to whom you have been referred by them, tell them what kind of job you are looking for and mention your strengths. Make it clear that you are not necessarily expecting a job offer, but tell them that you would like any advice, ideas or useful hints they can offer.

In any event, a positive attitude is your best asset: it gives you enthusiasm on the job, attracts people's interest, stimulates productivity and enables you to derive full benefit from your personality.

Objectives for the interview with a contact:

- Exchange information (you are looking for a job, you are asking them for some kind of assistance, they will tell you what they can or cannot do)
- Describe yourself (tell them about your experience, your achievements and your skills)
- Generate new contacts (ask them for the name of two people they know who might be able to help you in your search)

How to expand your network of contacts



Ask your contacts to identify two people who can provide information about jobs that may be available and help you to access them, as appropriate.

A word of advice: Since many employers trust each other and refer each other to their in-house pool of applicants, it is by no means a waste of time to take your resume to the employer for whom you would like to work. There is a possibility that your resume will be added to their own database.

Guidance counsellors... what do they do for living?

We all have a vague idea of what a guidance counsellor is. In most cases, our perception stems from our experience in school: we used to go to the guidance counsellor to take aptitude, interest or intelligence tests so that they could tell us, based on our results, what fields of study or job categories were likely to appeal to us. These memories from high school, college or university are actually quite limited. A guidance counsellor has many more strings to his or her bow than that.

Guidance counsellors are specialists in the relationship individual-work. They can accordingly be useful in many ways. Because they are knowledgeable about both education and the job market, they can help you realistic decisions about the opportunities for training and employment.

Guidance counsellors certainly work in schools, but they can also operate in manufacturing or service industries or in organisations dedicated to enhancing employ-ability, or work in private practice or as psychotherapist.

A word of advice

You can trust these professionals. Those at FORT, specifically, are special features of the military and Anglophone community, in addition

Some scenarios from the work of a guidance counsellor

An employability counsellor

Provides school and vocational counselling services, job search assistance and entrepreneurship develop career plans which match their skills, motivation and aspirations, and guides them in initiatives designed to find a satisfying, lasting niche in the workforce.

An educational guidance counsellor

Helps students to develop their career plans through guidance interviews, educational information and activities designed to enhance the students' knowledge of the workforce.

Evaluates the students' school record and informs them of the admission requirements for various training programs.

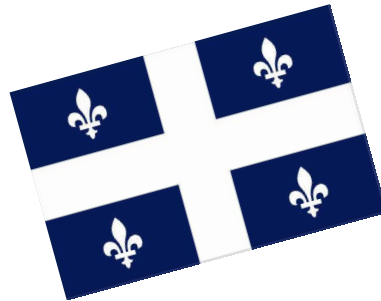
Québécois Expressions

Various expressions that are very current

1. The three daily meals are called: le **déjeuner** (breakfast), le **dîner** (lunch) and le **souper** (dinner).
2. J'en ai en **masse**, j'en ai un **char** (many, in large quantities).
3. À c't'heure ou **Asteure** (short for "À cette heure", meaning now).
4. **Envoye-donc!** (when we want to convince someone to do something).
5. **Pantoute!** (which means "not at all").
6. Je suis **tanné**, c'est **plate** (I am fed up, it's boring).
7. Je suis **mal pris** (in distress, I need help).
8. **une craque** (Make a joke or a smart remark).

Glossary

1. Un **aiguiseur** (a pencil sharpener)
2. Une **balloune** (the balloon)
3. Un **barbier** (a barber)
4. Un **bec** (a kiss, a smooch)
5. Un **fridaire** (a refrigerator)
6. Une **lampe de poche** (a flashlight)
7. De la **liqueur** (a soft drink)
8. Un **minou** (a cat)
9. Des **mitaines** (my mitts)
10. Un **bécycque** (a bicycle)
11. Une **bibitte** (an insect or an unknown bug)
12. Une **calotte** (a cap)
13. De la **cassonade** (brown sugar)
14. Un **cégep** (a college)
15. Une **chicane** (a quarrel)
16. Une **débarbovillette** (a small square face cloth used as a wash cloth)
17. Un **dépanneur** (a small general store)
18. Une **patate frite** (fries)
19. Des **patates pilées** (mashed potatoes)
20. De la **pâte à dents** (toothpaste)
21. Un **piton** (a button that you press)
22. Un **pitou** (a dog)
23. Un **plasteur** (a Band-Aid or plaster)
24. Une **tabagie** (cigarette-store that sells newspapers as well)
25. Une **tuque** (winter hat)
26. Des **vidanges** (garbage)
27. Une **vue** (a movie)



Everyday Vocabulary

Banking

Automatic teller
Deposit
Loan
Money
Paycheque
Withdrawal
Safety deposit box

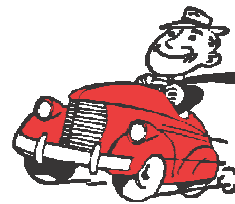
Guichet automatique
Dépôt
Prêt
Argent
Chèque de paye
Retrait
Coffret de sûreté



Driving

Back up
Brakes
Car lights
Car registration
Dead end
Driver's licence
Hood
Motor
Muffler
Oil change
One way
Priority turn on flashing green light
Flashing light
Shocks
Slow down
Spark plugs
Standard
Steering wheel
Straight ahead
Tires
Traffic lights
Trunk
U-Turn
Windshield
Windshield wiper
Windshield washer

Reculer
Freins
Phares
Immatriculation du véhicule
Cul-de-sac
Permis de conduire
Capot
Moteur
Silencieux
Changement d'huile
Sens unique
Virage prioritaire sur feu vert
Clignotant
Amortisseurs
Ralentir
Bougies
Manuel
Volant
Tout droit
Pneus
Feux de signalisation
Valise/Coffre
Demi-tour
Pare-brise
Essuie-glace
Lave-vitre



Government

City hall
City councillor
Mayor
Prime Minister
Premier
Riding

Hôtel de ville
Conseiller municipal
Maire
Premier ministre du Canada
Premier ministre du Québec
Circonscription

Services

Firefighters
Fire station
Police
Police station
Provincial police
Public transportation

Pompiers
Poste de pompiers
Police
Poste de polices
Police provinciale
Transport en commun



Everyday Vocabulary

Health

Admissions
 Appointment
 Bathroom
 Blood tests
 Doctor
 Emergency
 Examining Room
 General Practitioner
 Gynecology
 Hospital
 Intensive care
 Laboratory
 Local Community Health Centre
 Medicare Card
 Obstetrics
 Pediatrics
 Nursery
 Out-Patient Clinic
 Surgery
 Waiting Room
 X-Rays

Bureau des admissions
 Rendez-vous
 Salle de bain/Toilette
 Prélèvements sanguins
 Médecin
 Urgence
 Salle d'examen
 Médecin de famille
 Gynécologie
 Hôpital
 Soins intensifs
 Laboratoire
 Centre local des services communautaires (CLSC)
 Carte d'assurance-maladie
 Obstétrique
 Pédiatrie
 Pouponnière
 Clinique externe
 Chirurgie
 Salle d'attente
 Radiologie



Shopping

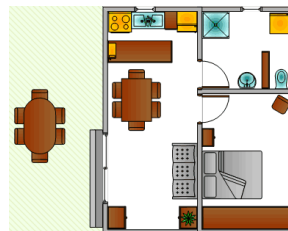
Clothing store
 Corner/convenience store
 Drug store
 Grocery store
 Hardware store
 Shoe repair shop
 Shopping mall/centre
 Store

Boutique de linge/vêtement
 Dépanneur
 Pharmacie
 Épicerie
 quincaillerie
 Cordonnier
 Centre d'achats
 Magasin

Home Hunting

Apartment
 Appliances
 Basement
 Bedroom
 Dining room
 Dryer
 Dishwasher
 Fire place
 Hardware floor
 Heated
 Landlord
 Laundry room
 Lease
 Mortgage
 Parking
 Quiet
 Roommate
 Soundproof
 Storage
 Washer

Appartement
 Appareils ménagers
 Sous-sol
 Chambre
 Salle à manger
 Sécheuse
 Lave-vaisselle
 Foyer
 Plancher de bois franc
 Chauffé
 Propriétaire
 Buanderie
 Bail
 Hypothèque
 Stationnement
 Tranquille
 Colocataire
 Insonorisé
 Rangement
 Laveuse



Vocabulary in action

Pouvez-vous répéter s.v.p?
Pouvez-vous parler plus lentement s.v.p?
Pouvez-vous parler plus fort s.v.p?
Pouvez-vous épeler s.v.p?
Comment ça s'écrit?
Comment dit-on...?
Je cherche....

Could you repeat please?
Could you speak slower?
Could you speak louder please?
Could you spell it?
How do you write it?
How do you say...?
I am looking for....

Où est.?
Est-ce que...?
À quelle heure...?
Combien ...?
Comment...?

Where is...?
Do you...?
What time...?
How much...?
How....?

Prenez....
Ouvrez....
Fermez....
Écrivez....
Effacer...

Take
Open....
Close...
Write...
Erase.....

Je vois ce que vous voulez dire.
Maintenant je comprends.
Ça y est, j'ai compris.

I see what you mean.
Now I understand.
Oh right I get it.

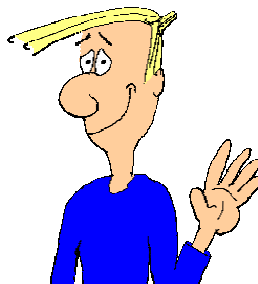
Désolé, mais je ne comprends pas.
Je n'ai pas suivi.
Je ne comprends pas.
Vous pourriez réexpliquer?

I'm sorry but i don't understand.
You've lost me there.
I don't get it.
Could you explain that again?



Vocabulary in action

English	French	Answer	Answer
Hello	Bon jour		
Good morning	Bon jour		
Good afternoon	Bon jour		
Good evening	Bonsoir		
Hi	Salut		
How are you? (formal, plural)*	Ça va ? Comment ça va ? Comment allez-vous ?	Ça va Ça va bien Ça va mal Pas mal Comme ci, comme ça Je vais bien	Fine I'm doing well Not well Not bad So-so I'm fine
What's new?	Quoi de neuf ?	Rien de nouveau Pas grand-chose	Nothing's new Not much
Good-bye	Au revoir		
Bye	Salut		
See you soon	À bientôt À tout à l'heure		
Until next time	À la prochaine		
See you tomorrow	À demain		
Good night	Bonne nuit		
Farewell	Adieu		



French Proverbs

Il faut de tout pour faire un monde
It takes all sorts/kinds to make a world

Il ne faut jamais dire jamais
Never say never

Il ne faut pas mettre la charrue en avant des bœufs
Don't put the cart before the horse

L'amour est aveugle
Love is blind

L'argent ne pousse pas dans les arbres
Money doesn't grow on trees

L'erreur est humaine
Mistakes are human

L'habit ne fait pas le moine
Clothes don't make the man

Loin des yeux loin du Coeur
Out of sight out of mind

Le monde est petit
It's a small world

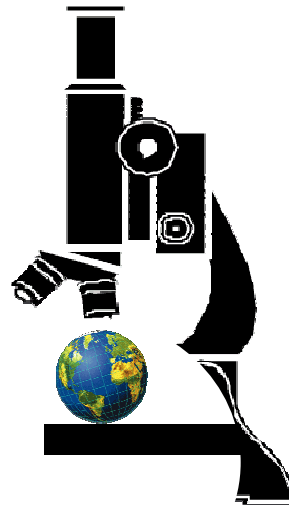
Oeil pour oeil, dent pour dent
An eye for an eye, a tooth for a tooth

On récolte ce que l'on sème
You get out of it what you put in it

Pas de nouvelle , bonne nouvelle
No new is good new

Personne n'est parfait
Nobody's perfect

Mieux vaut prévenir que guérir
An ounce of prevention is worth a pound of cure



French Language Schools

Centre Louis Joliet

*1201 Pointe-aux-Lièvres
418-686-4040 ext 8280 (Normande Bedard)*

Eastern Québec Learning Centre

*3005 William Stuart
418-654-0537*

- Adult Education program available

Centre du Phénix

*1094 Route de l'Église
418-652-2158*

Community Resources

Voice of English Speaking Québec

*1270 chemin St Foy Suite 2141
418-683-2366*

- Resources, referrals and community activities

Jeffrey Hale Community Services

*1250 Chemin Ste Foy
418-684-5333*

- Programs for children, parents, new moms
- Counselling, health and wellness, advocacy
- Senior Services

Jeffrey Hale Hospital

*1250 Chemin St Foy
418-684-5333*

- Services available in English

Morrin Cultural Centre

*44 Chaussée des Écossais
418-694-9147*

- English library (children books available)
- Heritage Site, Cultural Events

OASIS Bilingual Daycare

*3005 Wililam Stuary Local 114
418-614-9004*

Québec City Reading Council

*3005 William Stuart
418-681-1258
info@qrc.org*

- One-on-one and group learning for adults and children

