



UNIVERSITY
of Prince Edward
ISLAND

Office of
CONTINUING EDUCATION
and PROFESSIONAL DEVELOPMENT

Course Outline

FR PD2020-B Effective Written Communication: Letters and Emails

May 6 – June 14, 2024

Facilitator: Nicolas Brugali
Contact: nbrugali@upe.ca

Online Live Meetings: Tuesdays from 12:05 – 12:50 pm

COURSE DESCRIPTION

This professional development course is intended for employees of the PEI Public Service, Health PEI employees, and any other professional in Prince Edward Island who wish to continue their language learning journey through professional development. It is designed for **participants who are at a strong intermediate level of French (Intermediate 2) or higher** as the course **will be given in French**.

The aim of this course is to provide tools for writing letters and emails in French. We will first explore the different forms and conventions of letter writing in French. Then we'll put into practice a few tips and tricks for effective and inclusive writing.

This 6-week course is delivered through 1 weekly synchronous session of 45 minutes, as well as one weekly writing assignment. Synchronous sessions will take place via Zoom and a link will be provided.

The course will be run in a manner that supports a non-threatening, encouraging learning environment for all participants.

REQUIRED MATERIALS

- Computer, such as a desktop and monitor or laptop computer would be best.
- A reliable internet connection.
- Internet browser.
- A microphone and speakers (or a headset with a microphone).
- A web camera.
- A keyboard with accents (French or Canadian French keyboard, or a way to type French accents)
- A quiet place.

GRADING

Active participation – Virtual Classes	50%
Weekly Assignments	50%

NOTE:

Participants will receive either a P (Pass) or INC (Incomplete) at the end of the 6-week term. Upon successful completion, the participants will each receive an **official letter of completion** from the UPEI – OCEPD.