

WRITING TOOLS

Employees can draft documents in their official language of choice. Documents should be fully translated once ready for broader circulation or when seeking comments and feedback. When requesting translation services, department should follow the Translation and Interpretation Services policy and guidelines and ensure that the time required for translation of documents is built into the project timeframe.

When drafting a document, the following resources may help with grammar and vocabulary

FREE FEDERAL GOVERNEMENT TOOLS

Webpage	Description
Resources of the Language Portal of Canada – Languages – Canadian identity and society – Culture, history and sport – Canada.ca (noslangues-ourlanguages.gc.ca)	Access to free tools to improve your knowledge of English and French. Polish your writing skills with quizzes, participate to the Our Languages blog, and explore a selection of language-related Canadian links.
Language Navigator – Resources of the Language Portal of Canada – Canada.ca (noslangues-ourlanguages.gc.ca)	Language Navigator allows you to search by keyword or by theme to quickly find answers to questions about language or writing in English and French

<p>TERMIUM Plus® (termiumplus.gc.ca)</p>	<p>TERMIUM Plus®, one of the largest terminology and linguistic data banks in the world, gives you access to millions of terms in English, French, Spanish and Portuguese. You can find terms, abbreviations, definitions and usage examples in a wide range of specialized fields. The data bank is an essential tool for understanding an acronym, checking an official title, finding an equivalent in another language, and much more.</p>
<p>Writing tools – Resources of the Language Portal of Canada – Languages – Canadian identity and society – Culture, history and sport – Canada.ca (noslangues-ourlanguages.gc.ca)</p>	<p>Consult some writing tools to find solutions to language problems in English and French.</p>
<p>Collection of Canadian language resources – Resources of the Language Portal of Canada – Languages – Canadian identity and society – Culture, history and sport – Canada.ca (noslangues-ourlanguages.gc.ca)</p>	<p>Explore links to writing resources, glossaries and dictionaries, language learning opportunities, and organizations and event websites.</p>
<p>Quizzes on the Language Portal of Canada – Resources of the Language Portal of Canada – Languages – Canadian identity and society – Culture, history and sport – Canada.ca (noslangues-ourlanguages.gc.ca)</p>	<p>Test your language knowledge and polish your writing skills—all while having fun.</p>

Before you write - Canada.ca	Tips to write in simple, clear and concise language to help reduce barriers in communication.
---	---

FREE ONLINE DICTIONNARIES

Webpage	Description
Dico en ligne Le Robert	French Dictionary
Dictionnaire français - Dictionnaires Larousse français monolingue et bilingues en ligne	French dictionary including, synonyms, verb conjugation and quizzes
Bescherelle Conjugaison Le conjugueur Bescherelle, la référence en conjugaison !	Conjugate verbs in French
Cambridge Dictionary English Dictionary, Translations & Thesaurus	English Dictionary including, thesaurus, grammar, translation dictionary.
Merriam-Webster: America's Most Trusted Dictionary	English Dictionary including, thesaurus, grammar, Games & Quizzes

SOFTWARE

Software	Description
Antidote	Antidote is a one-stop, multi-resource platform sure to be useful to anyone writing in English and in French

Note: All purchases of software will require approval from management.