

ENGLISH FOR PROFESSIONAL COMMUNICATION (CERT. PROFICIENCY) (30 CREDITS)

Offered by: Global & Strategic Comm.

Degree credit weight: 30

Program Description

This award-winning certificate program focuses on the English oral and written communication skills necessary to function effectively in a professional environment. The program is the equivalent to one year of full-time university study.

The program begins at the low-intermediate level. Students with a basic or an elementary knowledge of English will need to complete prerequisite courses before entering the program. The prerequisite courses do not count towards the program's 30 credits.

Students who begin the program at the Intermediate-2 or Intermediate-3 levels may take courses from the list of approved substitutions to complete 30 credits.

Students wishing to take extra courses may take courses from the list of complementary elective courses.

The program is offered three times a year: in Fall, Winter, and Summer for a period of 13 weeks. Courses are offered during the week and on Saturdays.

The program leads, under certain conditions, to the Certificate in Proficiency in English for Professional Communication.

Note: For information about Fall 2025 and Winter 2026 course offerings, please check back on May 8, 2025. Until then, the "Terms offered" field will appear blank for most courses while the class schedule is being finalized.

Preparatory Courses (0-15credits)

Expand allContract all

Course	Title	Credits
CEEN 102	Basic English.	3
CEEN 111	Elementary English 1: Reading and Writing.	3
CEEN 112	Elementary English 1: Listening and Speaking.	3
CEEN 121	Elementary English 2: Reading and Writing.	3
CEEN 122	Elementary English 2: Listening and Speaking.	3

2

Required Courses (30 credits)

Expand allContract all

Course	Title	Credits
CEEN 211	Intermediate English 1: Reading and Writing.	3
CEEN 212	Intermediate English 1: Listening and Speaking.	3
CEEN 221	Intermediate English 2: Reading and Writing.	3
CEEN 222	Intermediate English 2: Listening and Speaking.	3
CEEN 331	Intermediate English 3: Reading and Writing.	3
CEEN 332	Intermediate English 3: Listening and Speaking.	3
CEEN 411	Advanced English 1: Reading and Writing .	3
CEEN 412	Advanced English 1: Listening and Speaking.	3
CEEN 421	Advanced English 2: Reading and Writing .	3
CEEN 422	Advanced English 2:Listening and Speaking.	3

Complementary Courses (0-30 credits)

Approved Substitutions (0-12 credits)³

Expand allContract all

Course	Title	Credits
CEEN 401	English Vocabulary in Context.	3
CEEN 402	English Communication and Cultural Patterns.	3
CEEN 403	Strategic Communication in English.	3
CEEN 404	English Creative Non-fiction Writing.	3

0-18 credits from the following:⁴

Expand allContract all

Course	Title	Credits
CEEN 201	Vocabulary and Reading Strategies.	3
CEEN 202	Introduction: English Pronunciation System.	3
CEEN 266	Introduction to Creative Writing.	3
CEEN 267	English Study Topics: The Story of Canada.	3
CEEN 301	English Grammar in Context.	3
CEEN 302	English Pronunciation: Stress and Intonation.	3

Notes:

¹ Students who place lower than Intermediate-Low on the required placement test have the option to take 3 to 15 credits of the preparatory module (depending on their placement test score) to reach the entry level of the program.

² Students who begin their studies with courses CEEN 411 Advanced English 1: Reading and Writing ./CEEN 412 Advanced English 1: Listening and Speaking. are not eligible for admission to the Certificate of Proficiency – English for Professional Communication. However, these students may register as "Special Students" and may be eligible to receive the McGill Attestation of Proficiency in English if they successfully complete all four (4) courses of the Advanced module (CEEN 411 Advanced English 1: Reading and Writing ., CEEN 412 Advanced English 1: Listening and Speaking., CEEN 421 Advanced English 2: Reading and Writing ., and CEEN 422 Advanced English 2:Listening and Speaking.) with a minimum grade of B- (65%).

³ Students who begin their studies with courses CEEN 221 Intermediate English 2: Reading and Writing./CEEN 222 Intermediate

English 2: Listening and Speaking. and who would like to be admitted to the Certificate of Proficiency – English for Professional Communication must take two approved substitutions (CEEN 401 English Vocabulary in Context. or CEEN 402 English Communication and Cultural Patterns. or CEEN 403 Strategic Communication in English. or CEEN 404 English Creative Non-fiction Writing.), or equivalent courses as approved by the Director, 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 Global and Strategic Communication domain.

Students who begin their studies with courses CEEN 331 Intermediate English 3: Reading and Writing./CEEN 332 Intermediate English 3: Listening and Speaking. and who would like to be admitted to the Certificate of Proficiency – English for Professional Communication must take four approved substitutions (CEEN 401 English Vocabulary in Context. and CEEN 402 English Communication and Cultural Patterns. and CEEN 403 Strategic Communication in English. and CEEN 404 English Creative Non-fiction Writing.), or equivalent courses as approved by the Director, 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 Global and Strategic Communication domain.

4 Students who would like to take extra courses to increase their target language contact hours may take courses from the list of additional electives.