



Information sheet:

## Bilingual writing

Responding to the sender in the language of choice is another way to convey the bilingual nature of your organization. It also demonstrates respect for your client's language needs. Consider some of the following strategies to help your organization produce quality documents in both official languages.

- Use bilingual letterhead and a bilingual e-mail signature block
- Have easy access to dictionaries.
- Have easy access to writing guides. For example:  
*Le guide du rédacteur, 2e édition* (for writing in French)  
*The Canadian Style: A Guide to Writing and Editing, 2nd Edition* (for writing in English)
- Bookmark an "online" dictionary for quick consultation. For example:  
*Grand dictionnaire terminologique* (in French only)
- Bookmark websites that provide access to writing tools. For example:  
*Office québécois de la langue française – Le banque de dépannage linguistique* (in French only)  
*Writing Tools - Translation Bureau*
- Use a glossary of relevant terminology to make translation easier. For example:  
*Office québécois de la langue française – Publications linguistiques* (in French only)  
*Publications and more - Translation Bureau*
- Build your own glossary of terms relevant to your work. Consider collaborating with other organizations in your field to create a shared glossary of terms.
- Keep on file copies of letters that you have sent out in the past. They can be referred to when preparing future correspondence.
- Visit the "**Translation and interpretation**" **information sheet** for tips about using the services of professionals.
- Visit the "**Resources and links**" page for additional links and references related to communications, translation and interpretation.