

GUIDELINES ON PREPARING WRITTEN MATERIALS FOR FRENCH COURSES

As a general rule, in all French Department courses, **no outside help whatsoever should be received in preparing work to be handed in.** This means that students should not have their papers or exercises corrected or proofread by anyone else (another student, a friend, a francophone person, a tutor, etc.) because it is the quality of their own written French which is of interest to the professor and which is the basis on which a grade is to be given. All exercises should be prepared individually. You may work with another student in listening to texts/exercises on a web site or reading/discussing a text, but you should do any related exercises based on them by yourself unless your professor tells you otherwise.

In certain instances, the professor may ask that several students work together on a paper, project, exercise, or presentation. In such case, be sure to follow the guidelines the professor provides.

TUTORS

If your instructor should recommend a tutor, or if you yourself should feel that you could benefit from the help of a tutor, such help is available: the Center for Teaching/Learning/Research, Library 205A, x3131, makes available a list of approved tutors in French. **IN ANY EVENT, YOU MUST DISCUSS BEFOREHANDS WITH YOUR INSTRUCTOR WHAT SHOULD BE THE NATURE OF THE HELP YOU RECEIVE.** And any work you hand in that has benefited from the assistance of a tutor (if allowed by your instructor) should carry **an indication that a tutor has helped you** with it.

DICTIONARIES

Of course, one element of outside help is **recommended**: a good dictionary. The Department recommends the following **English/French dictionaries**: Larousse, Collins/Robert. For those of you in lower-level courses or on lower budgets, we suggest the Bantam New College French/English Dictionary. Feel free to use those **online options**: <https://www.wordreference.com/>, <https://dictionary.reverso.net/>, <https://www.larousse.fr/dictionnaires/francais-anglais/> or <https://www.linguee.fr/francais-anglais/>. For **French dictionaries**: <https://www.cnrtl.fr/definition/> or <https://www.larousse.fr/dictionnaires/francais>

GRAMMAR

A good reference grammar, and a verb manual (for instance Bescherelle's *L'Art de conjuguer*) will be invaluable. Or use these links: <http://frenchgrammargames.middcreate.net/>, La grammaire française: <https://middlebury.instructure.com/courses/132>, <http://www.conjugaison.com/>, <https://conjugaison.lemonde.fr/conjugaison/>, <https://bescherelle.com/conjugeur.php>

TRANSLATORS

French essays must be written in French. **You may NOT** write your essays in English (or any other language) then **use a translator program**—or the services of a live translator!

SPELLCHECKERS

Microsoft Word is equipped with a French spellchecker. Please, **USE IT.**

HONOR CODE

When submitting any written work in courses in the French Department, you are asked to indicate whether that work is your own as follows:

“Ceci est mon travail personnel”

and SIGN

(In addition, as stated above, you should mention it if a tutor has helped you with your work. Please remember to check first with your instructor whether you may work with a tutor or not)

TRAVAUX PRÉPARÉS SUR ORDINATEUR

Respectez les consignes suivantes:

1) Etablissez des marges (en haut, en bas, à gauche et à droite) de 1" environ, ou suivant les directives de votre professeur.

2) Les **accents**, cédilles etc. font partie de la langue: Vous êtes tenus de les placer où il convient. Ce sera plus facile, plus "naturel", et plus joli si vous les placez au fur et à mesure que vous tapez. Voici ce qu'il faut faire pour avoir des accents.

Si vous vous servez d'un **Macintosh**:

é	:	Option-e	e
è	:	Option-`	e
à, ù	:	Option-`	et la lettre
â, ê, î, ô, û	:	Option-i	et la lettre
ç	:	Option-c	
œ (œuf)	:	Option-q	
æ (ex æquo)	:	Option-'	
ë, ü (Noël)	:	Option-u	et la lettre

Si vous vous servez d'un **IBM** (ou compatible):

é	:	Control-'	e
è, à, ù	:	Control-`	e, a, u
â, ê, î, ô, û	:	Control-shift-^	et la lettre
ë, ü (Noël)	:	Control-shift-:	et la lettre
ç, Ç	:	Control-,	c, C
œ, Œ (œuf)	:	Control-shift-&`	o, O
æ (ex æquo)	:	Control-shift	a

3) Comme toujours, **relisez** votre travail (sur l'écran et aussi après l'avoir imprimé) pour corriger les fautes d'orthographe, de grammaire et, ordinateur oblige! les fautes de frappe. Microsoft Word est équipé d'un correcteur d'orthographe ("SPELLCHECKER") **en français**.

4) Enfin, sauvegardez ("SAVE") régulièrement votre travail, et faites-en toujours une copie, en cas de désastre!