

1. Composition of Division

- (a) Language requirements of each position in the unit and to what extent present staff meet those requirements
- (b) What is the first official language of each employee in the division?
- (c) To what extent is each employee supervised in his first official language?

2. Work Environment

- (a) Indicate to what extent the following work instruments are available in both official languages.

<u>Work Instrument</u>	<u>Availability in Both Languages</u>			
	<u>completely available</u>	<u>for the most part available</u>	<u>minimally available</u>	<u>not available at all</u>
-published works in the relevant field				
-dictionaries and necessary reference works				
-memos of general distribution (more than four) ...				

- (b) Determine degree to which employees of the division are aware of the Government's official languages policy and their rights under that policy.
- (c) Language of written and oral work -- Expand on the questionnaire: breakdown by percentage; is there a feeling of constraint to use the other official language simply to be understood?

3. Communication Patterns

- (a) In what language does the Director-General communicate with the division?
 - (i) English

	<u>always</u>	<u>often</u>	<u>occasionally</u>	<u>never</u>
orally				
written				