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Example of an Acetate Using an Organization Chart.....	Exemple d'organigramme présenté sur un transparent

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DEFINITION / Définition

A transparent sheet used with an overhead projector to provide visual support during a meeting, course or seminar

Feuille transparente utilisée avec un rétroprojecteur pour appuyer visuellement une présentation durant une réunion, un cours ou un séminaire.

PURPOSE / But

- To maintain visual contact with listeners
- To synthesize information and facilitate understanding
- To add visual interest and variety to a presentation
- To help listeners follow the thread of a presentation
- To avoid wasted time from pauses to write or draw charts or diagrams

CONSIDERATIONS / Généralités

- Acetates should never be a textual recapitulation of a presenter's text.
- Acetates are most useful for outlines, key points, quotations and definitions.
- Capital letters are harder to read on acetates than lower-case letters.
- Tables usually contain too much material for listeners to follow – handouts are more effective.
- Realistic pictures are difficult to see – stylized figures are visually more accessible.
- Short, snappy quotations can be used to recapture audience attention.

ELEMENTS / Éléments

- A title centred at the top of the page
- Consistent typeface for all acetates in a presentation
- 14–24 point characters which can be easily read
- Ample space between items to give an open, attractive appearance
- Bullets, numbers or dashes to make points on a list easier to follow
- Borders of at least 2 cm if a cardboard frame is used

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ORGANIZATION OF MATERIAL / Organisation de la matière

- Establish a coherent overall plan for all acetates in a given presentation.
- Avoid treating more than one concept per acetate.
- Select and order key points to be included on the acetate.
- Include only key points and material designed to give visual illustration to what is being said.
- Eliminate any information that will simply repeat the content of the lecture.
- Determine the clearest visual form for presenting quotations or examples.

PREPARATION / Préparation

Text
Texte Present items in parallel form (all nouns or all verbs). Do not exceed six lines of text or six words per line if possible. Use shorter synonyms to replace longer ones to avoid overcrowding the acetate. Omit non-essential words.

Charts
Graphiques For numerical data, use pie charts or bar charts. For organizational hierarchies, timelines or processes, use flow charts. For tables of statistics, use a handout.

Frames
Cadres Fix acetates to frames to make them easier to handle. Use frames as a surface for writing numbers or brief notes. Consider the possibility of using an overlay or uncovering points as the talk progresses.

Example of an Acetate Using Text

Exemple de transparent présentant du texte



Holding Audience Attention

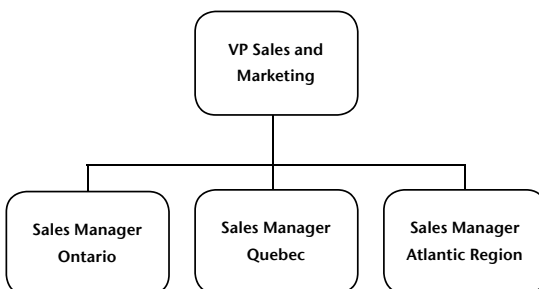
1. Choose large typeface.
2. Use six lines, six words rule.
3. Project timely sayings.
4. Keep eye contact.

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Example of an Acetate Using an Organization Chart

Exemple d'organigramme présenté sur un transparent



ACKNOWLEDGEMENTS / REMERCIEMENTS

PLAN DU TABLEAU

Considerations	Généralités
Language	Langue
Who to Acknowledge	Qui remercier
Placement and Pagination	Situation et pagination
Example of Acknowledgements	Exemple de remerciements

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DEFINITION / Définition

Written expressions of thanks addressed to individuals, companies, organizations, and institutions that have contributed to the accomplishment of a task such as the production of a dissertation, thesis, book, report or other significant work

Remerciements écrits à l'intention d'individus, d'entreprises, d'organismes et d'institutions qui ont contribué à la réalisation d'un travail : dissertation, thèse, livre, rapport ou autre travail d'importance.

CONSIDERATIONS / Généralités

Tactfulness Diplomatie	The Acknowledgements section is one part of a text that is certain to be read, so care should be taken not to forget anyone. Better to include too many names than to overlook someone.
First person singular Première personne du singulier	Use the first person singular pronoun “I” for one author or the plural pronoun “we” for two authors or more.
Length Longueur	Acknowledgements should not exceed two pages.
Notables Personnalités	The name of a well-known person should not be included unless permission has been obtained since the presence of the name can be taken as an indirect endorsement of the work.

LANGUAGE / Langue

I would like to acknowledge the generous support of . . .
I would like to extend my sincere thanks to . . .
I wish to express my appreciation for the support provided by . . .
I owe a special debt of gratitude to . . .
The following people generously contributed . . .
Sincere thanks to . . .

WHO TO ACKNOWLEDGE / Qui remercier

- Thesis advisor or research director
- Individuals, colleagues or specialists who have offered helpful suggestions, comments and corrections
- Individuals or organizations who have loaned equipment, granted access to databanks or certain documents, granted permission to cite sources, etc.
- Organizations that have provided financial support
- Members of your personal entourage who have provided significant support and encouragement
- People who were involved in the preparation of the manuscript

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PLACEMENT AND PAGINATION / Situation et pagination

- Acknowledgements are usually placed in the front matter.
- In a longer work, acknowledgements appear just before the preface.
- In a report, acknowledgements appear after the title page and before the summary or abstract.
- The Acknowledgements page is paginated with lower-case Roman numerals.
- Where Acknowledgements are brief, they can be included as the last paragraph or two of the preface.

Example of Acknowledgements / Exemple de remerciements**Acknowledgements**

The following people provided support and assistance in the classroom testing of the materials in this book: Dennis Plosker, Terrance Clark, Kelly Green, Andrei Pancou and Sandra Koop. Their valuable suggestions, comments and corrections were much appreciated.

Thanks go also to my family for the patience and help they have extended: to my husband, Charles Gruss, and to my children, Jean-Baptiste, Gabrielle and Annabel Thibaudeau. Thanks also to Max and Millicent Goldman who, over many years and in many ways, have offered the kind of encouragement a writer needs to keep going.

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See also **ORDER FOR PARTS OF A TEXT / Voir aussi Ordre des parties d'un texte**

ADDRESS / ADRESSE

PLAN DU TABLEAU

Street Address	Odonymes
Other Address Designations	Autres éléments de l'adresse
Postal Codes/Zip Codes	Codes postaux
Canadian Postal Address Abbreviations	Abréviations postales des noms des provinces canadiennes
American Postal Address Abbreviations	Abréviations postales des États américains
Mexican Postal Address Abbreviations	Abréviations postales des États mexicains
Abbreviations for Countries	Abréviations des noms de pays
Addressing Mail to International Destinations	Courrier à destination de l'étranger

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DEFINITION / Définition

Conventions governing the expression of domestic and international mailing destinations

Conventions régissant les expressions des destinations postales canadiennes et internationales.

STREET ADDRESS / Odonymes

- Boulevard, Avenue, Crescent, Drive, Place, Trail, Way, Road and Street are written out in full—especially in international correspondence.

5697 Islington **Avenue**

Pas de ponctuation entre le numéro d'immeuble et l'odonyme.

Majuscule initiale aux génériques des odonymes, qui sont écrits au long, à l'exception de *Boulevard*, qui s'abrège *Blvd* lorsque ce mot suit un nom d'une certaine longueur.

- Boulevard is the exception where it follows a lengthy street name.

1627 Princess of Wales Park **Blvd**

Majuscule initiale aux génériques des odonymes, qui sont écrits au long, à l'exception de *Boulevard*, qui s'abrège *Blvd* lorsque ce mot suit un nom d'une certaine longueur.

- Simple compass directions are written out in full with the initial letter capitalized.

6233 **West** Pender Street
7656 Persimmon Road **East**

Les points cardinaux simples s'écrivent au long, avec une majuscule initiale.

- Complex compass directions are abbreviated without periods and are capitalized.

1589 **SE** Marine Drive
9856 Macdonald Street **NW**

Les indications de points cardinaux complexes s'abrègent et s'écrivent sans ponctuation, en majuscules.

- Where an address has only the figure "1", it is written out as "One".

One Gracie Crescent

Le numéro d'immeuble 1 s'écrit en lettres.

- Where the street name is a single-digit figure, an option is to write out the street name in full.

2682 **Third** Street
3200 **Fifth** Avenue

Les noms d'odonymes contenant un seul chiffre s'écrivent en toutes lettres.

- Where the street name is a double-digit figure or more, the Canadian Postal Guide recommends leaving the usual space between the street number and the street name. In cases where the division may cause confusion, a dash can be used to separate the street number from the street name.

4622 16th Avenue
191–16th Street East

Dans le cas des numéros de rue composés de deux chiffres et plus, la Société canadienne des postes recommande de laisser une espace entre le numéro et le nom de la rue, ou d'utiliser un trait d'union.

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OTHER ADDRESS DESIGNATIONS / Autres éléments de l'adresse

- Apartment, Room, and Suite are generally written out in full after the street address – especially in international correspondence.

1626 Douglas Way, **Room 12**
658 Madison Road, **Apartment 16**

Les mentions *Apartment, Room, Suite* s'écrivent généralement au long après l'odonyme, surtout dans le cas du courrier international.

- Depending on the length of a street address, this information may either be abbreviated following a comma on the same line or written out in full and placed on the line **above** the street address.

4563 Jefferson Road, **Apt. 408**
Philadelphia, PA 1132-2821

Selon la longueur de l'odonyme, ce renseignement se note sur la même ligne, abrégé et précédé d'une virgule, ou au long seul sur une ligne précédant l'odonyme.

Apartment 36
8957 Princess Alexandra Memorial Parkway
Kamloops, BC V3T 1J4

- Where Post Office Box, Station and Rural Route designations replace street addresses, they are generally written out in full and take the place of street addresses on the second-to-last line of the address block, before the city, etc.

Post Office Box 431, Station A
Toronto, ON M6P 2C6

Les mentions *Post Office Box, Station, Rural Route* s'écrivent généralement au long, à la place de l'adresse, avant l'indication de la ville.

Delta Plaza, Post Office Box 92
Richmond, BC V5T 2F4

Rural Route 2, Box 346
Come By Chance, NF A2B 1P6

ADDRESS / ADRESSE

- Where a building designation is used with the street address, it appears on the line immediately after the addressee’s name.

Dr. Vanessa James
Medical Arts Building
 1671 Oak Bay Avenue
 Victoria, BC V6J 1T4

West Coast Holdings
East Tower
 8976 Pacific Plaza, Suite 806
 Vancouver, BC V9W 3K5

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POSTAL CODES/ZIP CODES / Codes postaux

- In domestic communications in English, Canadian postal codes or American zip codes follow the name of the city and the two-digit mailing code for the province or state on the last line of the address block.
- Two spaces separate the name of the province or state and the postal code.
- Where the name of the country is present, it appears alone on the last line in capital letters.

Winnipeg, MB M3T 2B9
 CANADA

Boston, MA 02116-3764
 U.S.A.

- To check online for the Canadian postal code for a specific address, go to www.canadapost.ca.
- To check online for the American zip code for a specific address, go to www.usps.com.
- To check online for the Mexican postal code for a specific address, go to www.sepomex.gob.mx/Paginas/Home.aspx

CANADIAN POSTAL ADDRESS ABBREVIATIONS / Abréviations postales des provinces canadiennes

Alberta.....	AB	Nova Scotia	NS
British Columbia	BC	Nunavut	NU
Labrador	LB	Ontario	ON
Manitoba	MB	Prince Edward Island	PE
New Brunswick.....	NB	Quebec	QC
Newfoundland and Labrador ...	NL	Saskatchewan.....	SK
Northwest Territories	NT	Yukon Territory.....	YT

AMERICAN POSTAL ADDRESS ABBREVIATIONS / Abréviations postales des États américains

Alabama	AL	District of Columbia.....	DC
Alaska	AK	Florida	FL
Arizona	AZ	Georgia.....	GA
Arkansas	AR	Guam	GU
California	CA	Hawaii.....	HI
Colorado	CO	Idaho	ID
Connecticut.....	CT	Illinois	IL
Delaware	DE	Indiana	IN

Iowa	IW	North Dakota	ND
Kansas	KS	Ohio	OH
Kentucky.....	KY	Oklahoma.....	OK
Louisiana	LA	Oregon.....	OR
Maine	ME	Pennsylvania.....	PA
Maryland.....	MD	Puerto Rico	PR
Massachusetts.....	MA	Rhode Island.....	RI
Michigan	MI	South Carolina.....	SC
Minnesota.....	MN	South Dakota.....	SD
Mississippi	MS	Tennessee.....	TN
Missouri.....	MO	Texas	TX
Montana.....	MT	Utah.....	UT
Nebraska.....	NE	Vermont	VT
Nevada	NV	Virginia	VA
New Hampshire	NH	Virgin Islands	VI
New Jersey.....	NJ	Washington	WA
New Mexico.....	NM	West Virginia.....	WV
New York	NY	Wisconsin	WI
North Carolina.....	NC	Wyoming.....	WY

MEXICAN POSTAL ADDRESS ABBREVIATIONS / Abréviations postales des États mexicains

Aguascalientes	Ags.	Morales.....	Mor.
Baja California.....	B.C.	Nayarita	Nay.
Baja California Sur.....	B.C.S.	Nuevo León	N.L.
Campeche	Camp.	Oaxaca.....	Oax.
Chiapas.....	Chis.	Pueblo	Pue.
Chihuahua	Chih.	Querétaro de Arteaga	Qro.
Coahuila de Zaragoza	Coah.	Quintana Roo	Q.R.
Colima.....	Col.	San Luís Potosí.....	S.L.P.
Distrito Federal.....	D.F.	Sinaloa.....	Sin.
Durango	Dgo.	Sonora	Son.
Guanajuato.....	Gto.	Tabasco.....	Tab.
Guerrero	Gro.	Tamaulipas	Tamps.
Hidalgo.....	Hgo.	Táscala.....	Tlax.
Jalisco	Jal.	Vera Cruz Llave	Ver.
México.....	Mex.	Yucatán.....	Yuc.
Michoacán de Ocampo..	Mich.	Zacatecas	Zac.

ABBREVIATIONS FOR COUNTRIES / Abréviations des noms de pays

- It is generally preferable, for the sake of clarity, to write out country names. However, where the names of countries are expressed as letter abbreviations, they are commonly written without the use of periods after the capitalized letters. An exception to this practice is “U.S.A.” which is customarily written with periods.

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GB	Great Britain
ROC.....	Republic of China
UAE.....	United Arab Emirates
UK	United Kingdom
U.S.A.	United States of America

S'ils doivent être abrégés, les noms de pays s'écrivent sans espace et sans ponctuation, à l'exception de la forme abrégée U.S.A., qui s'écrit avec trois points.

ADDRESSING MAIL TO INTERNATIONAL DESTINATIONS / Courrier à destination de l'étranger

- For addresses on envelopes destined for foreign countries, write the name of the country in capital letters in English or French because it will be sorted in Canada.
- Place the country name alone on the last line of the address block.
- Write the rest of the address according to customary practice in the other country because it will be sorted by local postal services abroad.

Les titres de fonction et de civilité sont abrégés et suivis d'un point.

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Note. To follow updates to conventions for Canadian postal addresses, see <http://www.canadapost.ca/tools/pg/manual/PGaddress-e.asp>

See also **ENVELOPE / Voir aussi Enveloppe**