

We offer Chinese courses for developing communication skills in Chinese and a better understanding of Chinese culture.

**Spring term:** 23 April—13 July, 2018

**Class registration:** 13 March—10 April, 2018 (see reverse side for instructions)

## Regular Courses

COURSE	SCHEDULE OPTIONS		INSPIRA CODE
LEVEL 1	Tue/Thu	5:30-7:00pm	LMS-2641-5
	Tue/Thu	12:00am-1:30pm	LMS-2641-6
LEVEL 2	Mon/Wed/Fri	1:00-2:00pm	LMS-2642
LEVEL 3	Mon/Wed/Fri	1:00-2:00pm	LMS-2643-3
	Tue/Thu	5:30-7:00pm	LMS-2643-4
LEVEL 4	Mon/Wed/Fri	12:00-1:00pm	LMS-2644
LEVEL 5	Mon/Wed/Fri	12:00-1:00pm	LMS-2645
LEVEL 6	Mon/Tue/Thu	1:00-2:00pm	LMS-2646
LEVEL 8	Mon/Wed/Thu	2:00-3:00pm	LMS-2648
LEVEL 9	Mon/Wed/Fri	2:00-3:00pm	LMS-2649-4
	Tue/Thu	5:30-7:00pm	LMS-2649-3

## Online Courses

COURSE	DESCRIPTION	DAY-TIME	PREQ	INSPIRA CODE
Online Chinese Communication Essentials	Designed primarily for, but not limited to, participants who are joining the 2018 Nanjing Summer Study Programme with their essential communication needs.	Fri 8:30-9:30am	Regular 2	LMS-3037

## Specialized Courses

COURSE	DESCRIPTION	DAY-TIME	PREQ	INSPIRA CODE
Basic Working Conversation Skills	Designed for students who have taken at least 6 levels of Chinese courses and wish to improve conversation skills in UN working environment.	Tue/Thu 1:30-3:00pm	Regular 6	LMS-2665
Chinese Classical Literature	This class will introduce and discuss masterpieces of Chinese classical literature from Zhou Dynasty to the Republic period. Class will be taught in both English and Chinese.	Mon/Wed 12:00-1:00pm	None	LMS-3033

## Specialized Courses

COURSE	DESCRIPTION	DAY-TIME	PREQ	INSPIRA CODE
Refresher II	Designed for students who have completed Chinese Refresher I. Aimed to prepare students to transition to the Advanced Chinese classes.	Mon/Wed/Fri 2:00-3:00pm	Regular 9	LMS-2664
Advanced Chinese I	Designed for students who wish to continue to improve their overall skills in Chinese. Highest level of Advanced Chinese classes.	Tue/Thu 12:00-1:00pm	Regular 9	LMS-2717
Advanced Chinese II	Designed for students who wish to continue to improve their overall skills in Chinese. Intermediate level of Advanced Chinese classes.	Tue/Thu 1:00-2:00pm	Regular 9	LMS-2718
Advanced Chinese III	Designed for students who wish to continue to improve their overall skills in Chinese. First level of Advanced Chinese classes.	Tue/Thu 2:00-3:00pm	Regular 9	LMS-2719
Chinese Communication Essentials	Designed primarily for, but not limited to, participants who are joining the 2018 Nanjing Summer Study Programme with their essential communication needs.	Wed 5:30-7:00pm	Regular 2	LMS-3043
Advanced Conversation	Conversation topics are based on short stories, essays and newspaper articles.	Wed 6:00-8:00pm	Regular 9	LMS-2727
Chinese Through Multimedia	Designed to teach Chinese through various media such as the Internet, TV, radio, newspaper and magazines.	Fri 1:00-2:00pm	Regular 5	LMS-2722
Chinese Characters	Designed to focus on the analysis of Chinese characters, beginning with basic characters, followed by compound characters, and then	Fri 2:00-3:00pm	None	LMS-2724

## 2018 Summer Study Programme in China

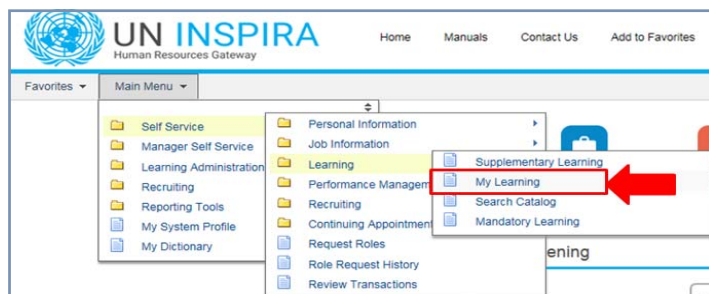


The UN Chinese Language Programme offers an annual three-week intensive summer study programme at Nanjing University in China. All students taking classes with the Chinese Language Programme and have completed at least Level 2 are eligible to apply. Tuition and housing are covered by the Chinese government. Staff members in the Secretariat can apply for Special Leave With Pay subject to supervisors' approval. The Programme dates for 2018 are Monday, 9 July to Friday, 27 July. More info.: <https://hr.un.org/page/summer-study-programme-china>. Application can be submitted here: <https://form.jotform.com/80046157241146>. Application dates: 1 February-31 March, 2018. Inquiries should be sent to [ho@un.org](mailto:ho@un.org).

## How to register— UN Staff members

**IMPORTANT:** The following instructions are for UN Staff Members only. If you are not a UN staff member, please see the registration instructions in our site: [hr.un.org/language-programmes-unhq](http://hr.un.org/language-programmes-unhq)

1. Log into INSPIRA <https://inspira.un.org>
2. Click **Main Menu** (below the UN logo) **Learning—Self-Service—My Learning**.



3. Now you can search the catalog by typing in the box *the first 4 digits of the course LMS Code* (available in the course schedule), or *the course name* or *placement* (for placement tests), and then click **Search**.



4. Click **Enroll** on the right of the course (or placement test) you want.

Activity Options for Russian - Level 1				
Activity Code	Location	Type	Start Date	
LMS-1132-18	United States, New York	Live Classroom Instruction	18/04/2016	<a href="#">View Details</a> <b>Enroll</b>

5. Upload the PDF documents requested (copy of your UN pass, letter from supervisor, etc.).



6. Check the **box** and click **Submit Enrolment**. Your application will be reviewed before your enrolment is confirmed (you should receive a confirmation e-mail later on).

By checking this box I certify that:  
• I have read and understood the rules and policies of the Language and Communications Programme at Headquarters as listed in the last information circular available at <http://www.un.org/Depts/OHRM/sds/cp/UNLCP/english/circular.html>.  
• I confirm that statements made by me to the above questions are true, complete and correct to the best of my knowledge and belief.  
• I understand that any misrepresentation or material omission made on this form or other document requested by the Organization may result in the rejection of my registration.

**Submit Enrolment**

## Chinese

### Language & Communication Skills



United Nations

The United Nations Language & Communications Programme

*For Multilingualism and Career Development*

**Ms. Zhuting Chang**

Chinese Head Teacher  
zhuting.chang@un.org

General Questions: [learning@un.org](mailto:learning@un.org)

#### Who can take a language course?

UN staff; delegates of Permanent Missions and Observer States; staff members of UNDP, UNICEF, UNFPA and UNOPS in New York; retired staff; spouses of staff and delegates. Check full list of who can take courses - free or for a fee:

[hr.un.org/unhq/languages/eligibility-table](http://hr.un.org/unhq/languages/eligibility-table)

#### How can I get registration help?

Visit our Registration Help Clinics:

Tuesday & Wednesday  
14 March—10 April, 1:30-3:30pm  
in **Computer Room B of the Learning Center (NL3B)**

For more info, visit us at  
<https://hr.un.org/language-programmes-unhq>

#### Do I need to take a placement test?

**No**, if you are a beginner. Just register for any of the Level 1&2 courses.

Or, if you're a high-level learner with a recent diploma or test score showing your proficiency, write a comment and/or 'add attachment' with related documentation when registering for each course.

**Yes**, if you are a new student OR if you took a break from courses for 2+ terms.

#### Chinese Placement Exams:

Exam is administered online. Register with **LMS-2650**. You will receive an email with instructions to complete the test.

**Classrooms are located** in the United Nations Learning Centre, 3rd basement of the General Assembly Building.