

## Improve your English

To help those learning English, we offer 'Level' courses for beginners (A1) to advanced (C1) as per the Council of Europe Framework of Reference (CEFR).

For the Winter 2016 term, we have very few classrooms, so we'll offer only some of these.

### Beginners

Each of our **Level 1 & 2** courses meets once per week for two hours for 12 weeks. You can take 1, 2 or all 3. All are in GA1B141D

#### Reading & Grammar

**Mon, 1:30-3:30pm, 4 Jan—21 March**

#### Listening & Vocabulary

**Wed, 1:30-3:30pm, 6 Jan—23 March**

#### Conversation & Pronunciation

**Fri, 1:30-3:30pm, 8 Jan—25 March**

A1/A2

### Advanced Beginners

#### English level 3

**Tuesday & Thursday, 1:30-3pm**

5 Jan—24 March, GA1B141D

A2

### Intermediate to Advanced

**Guided Self Study** will set up and monitor a study plan for you.

**Mon, 1:30-3pm, 11 Jan & 21 March,**

B1-C1

### Advanced

#### English level 9

**Tuesday & Thursday, 12-1:30pm**

5 Jan—24 March GA1B141D

B2/C1

## Placement Test

Not sure of your level? Register in Inspira to take a one-hour test and get advice.

LMS-1122-43 Tues 1 Dec, 11am-1pm	<b>*All exams are in DC1-244</b> (One UN Plaza, 2nd floor)
LMS-1122-44 Tues, 8 Dec, 1-3pm	LMS-1122-46 Tues 15 Dec, 1-3pm
LMS-1122-45 Thurs 10 Dec, 1-3pm	LMS-1122-47 Tues 17 Dec, 1-3pm

## Register for classes or placement exams

### Get ready

1. **Check if you are eligible** to take our courses and if you have to pay: [bit.ly/lcp-eligibility](http://bit.ly/lcp-eligibility)
2. **Choose up to 2 language courses** (or up to 3 if two are short-term courses).
3. **Set up an Inspira account** if you don't already have one: [bit.ly/UNinspira](http://bit.ly/UNinspira)
4. **Make a PDF copy** of:
  - ⇒ your UN grounds pass, and IF your pass expires before the end of your course, get a signed letter from your supervisor or EO confirming a contract extension.
  - ⇒ (for paying students) your receipt from the Cashiers Office, S-20th floor. Find out if and how much to pay: [bit.ly/payLCP](http://bit.ly/payLCP)

### Register

1. **Log in** to <https://inspira.un.org>
2. **Click** on Main Menu (very top left) - (Self Service), Learning - My Learning.
3. **Search the catalog** by typing in the box *placement* or the name (NOT code) of the course, and then click on 'Search'.
4. **Click on enrol** to the right of the placement test or course you want. *If there is more than one option*, again click on 'enroll' to the right of your preference. For day/time/place click on [View details - Schedule—New York](#).
5. **Upload** PDF documents (see above).
6. Click the 'I agree' box and **Submit Enrolment**. You're not enrolled yet - Wait for a confirmation e-mail.

### Check MY LEARNING page for updates

If you see **Action Requested**, click on '[View](#)' to find out what we need.

Not sure what to do?  
Contact [languages@un.org](mailto:languages@un.org)



# English Language & Communication Skills



United Nations

The United Nations Language  
& Communications Programme

*We help the UN communicate.*

UN English Language Training Programme

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\* **Our courses:** [unelp.weebly.com](http://unelp.weebly.com)

\* **Language Programme:**

[hr.un.org/page/language-programmes-unhq](http://hr.un.org/page/language-programmes-unhq)



## English for work

Because most UNHQ staff work in English, we offer many courses for developing communication skills. Most courses meet for one 2-hour lesson per week and include individual coaching.

To better fit your busy schedule, we offer



a range of day and time options, with courses lasting 2, 4, 6, 8 or 12 weeks.

See number in parenthesis after each course for the total number of weeks of group lessons.

## Our classrooms

**DC1-244** - 2 UN Plaza building., 2nd floor.  
Use entrance on First Avenue.

**GA1B-141D** - General Assembly building.  
Find across from Conference Room 11.

## Writing Skills

Designed for those who work in English, these courses include group lessons and individual tutoring sessions.

**Introduction to English Writing** (12) LMS-1967-2  
Writing skills for those in English Levels 3-5.  
**Thurs, 1:30-3:30pm** 7 Jan—23 March DC1-244

**\*New\* Intermediate English Writing** (8) LMS-2224-1  
Writing skills for those in English Levels 5-8.  
**Fri., 11am-1pm** 22 Jan—11 March DC1-244

**Writing Skills Workshop** (8) LMS-1586-9  
6 group lessons / up to 3 individual sessions  
Fundamentals of good writing in English at the UN.  
**Mon., 11:30-1:30pm**, 18 Jan—7 March, DC1-244

**Correspondence Writing** (10) LMS-1398-9  
8 group lessons / up to 2 individual sessions  
Write better -mail, letters & memos for the UN.  
**Wed., 11am-1pm**, 13 Jan—16 March, DC1-244

**\*New\* Netiquette workshop via WebEX** (2)  
Write e-mail that is more appropriate & effective.

**Summary Writing** (8) LMS-1399-23  
8 group lessons / up to 2 individual sessions  
Write more clear and accurate UN summaries.  
**Tues, 3:30-5:30pm**, 7 Jan– 23 Feb, DC1-244

**Summary Writing Intensive via WebEX** (4) LMS-1515-14  
4 group lessons / 1 individual session  
A Summary Writing course with fewer lessons.  
**Fridays, 8-10am**, 8-29 January

**Advanced Summary Writing** (8) LMS-1516-6  
8 group lessons / up to 2 individual sessions  
Took Summary Writing? This gives more practice.  
**Tues, 5:30-7:30pm**, 26 Jan - 15 March, DC1

**Report Writing** (8)  
8 group lessons / up to 2 individual sessions  
Write clear, concise & effective UN reports.  
**Wed., 3-5pm**, 13 Jan - 2 March, DC1

**Minutes Writing via WebEX** (4)  
4 group lessons / 1 individual session  
Write clear and effective minutes of meetings.  
**Thursdays, 8-10am**, 14 Jan—18 Feb

**\*New\* Writing for the Web via WebEX** (7)  
7 group lessons / 1 individual session  
Write better for UN websites and social media.  
**Fridays, 9-11am**, 5 Feb—18 March

## Other specialized courses

**Intermediate Conversation** (8)  
LMS-1584-11 **Fri, 12-1:30pm**, 8 Jan—26 Feb, GA  
LMS-1584-12 **Tues, 5:30-7pm**, 26 Jan– 15 Mar, GA

**Intermediate Grammar** (8) LMS-2136-3  
**Mon, 5:30-7pm**, 4 Jan—22 Feb, GA

**Advanced Listening Strategies** (8) LMS-1585-8  
Learn and practice strategies to understand spoken English at meetings and in the news.  
**Thurs., 3:30-5pm** 4 Feb—24 March, GA

**\*New\* Breakfast Book Club** (8) LMS-2216-1  
**Thurs., 8-9:30am** 14 Jan—3 March, GA  
Develop reading and conversation skills and expand vocabulary.

**English Through Cinema** (6) LMS-1168-4  
Develop English skills by watching films.  
**Wed., 5:30-7:30pm**, 6 Jan-10 Feb, GA

**\*New\* Global Issues** (6) LMS-217-1  
Focus on a UN topic to develop English skills.  
**Wed., 5:30-7:30pm**, 17 Feb-23 March GA

**Pronunciation Skills** (9) LMS-1166-11  
Learn how to be better understood in English.  
**Mon. & Wed. 5:30-7pm**, 25 Jan.—23 Mar, DC1

**Advanced English Grammar** (6)  
Improve your use of high-level grammar.  
LMS-1167-19 **Wed. 1-3pm**, 6 Jan—10 Feb, DC1  
and/or **via WebEX**  
LMS-2213-1 **Wed. 8-10am** 17 Feb-23 March

**Discourse Strategies**  
Become more polite and effective at formal meetings and in negotiations in English.  
**Part 1 (vocabulary & strategies)** —LMS-1169-10  
**Tues, 5:30-7:30pm**, 26 Jan - 22 March (9), GA  
**Part 2 (negotiation skills & more)** —LMS-1170-9  
**Tues, 1:30-3:30pm**, 5 Jan—22 March (12), GA

**Exploring the UN** (12) LMS-1396-7  
Learn about the history and work of the UN.  
**Thurs., 5:30-7:30pm**, 7 January –24 March, DC1

**Presentation Skills** (4)  
4 group lessons / 1 individual sessions  
Speak more effectively before groups.  
**Thurs, 5:30-7:30pm**, 6-27 Jan. GA

Level 3-6

Level 5+

Level 6+