

## 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).

### 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. **Locations to be announced**

#### Listening & Vocabulary

**Mon, 1:30-3:30pm**, 18 April—4 July

#### Reading & Grammar

**Wed, 1:30-3:30pm**, 20 April—6 July

#### Conversation & Pronunciation

**Fri, 1:30-3:30pm**, 22 April—8 July

A1/A2

### Advanced Beginners

#### English level 3

**Mon & Wed 1:30-3pm**, 18 Apr—6 July

A2

### Intermediate

#### English level 4

**Mon & Wed 12-1:30pm** 18 Apr—6 July

#### English level 5

**Wed & Fri 1:30-3pm**, 20 Apr—8 July

B1

#### English level 6

**Tues & Thurs 12-1:30pm**, 19 April—7 July

### Advanced

#### English level 7

**Tues & Thurs 1:30-3pm**, 19 April—7 July

#### English level 8

**Tues & Thurs 1:30-3pm**, 19 April—7 July

B2

#### English level 9

**Tues & Thurs 1:30-3pm**, 19 April—7 July

B2/C1

## Placement Test

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

LMS-1122-49  
Wed. **9 March** 1-3pm

**\*All exams are in DC1-244**  
(One UN Plaza, 2nd floor)

LMS-1122-50

LMS-1122-53

LMS-1122-51  
Wed. **16 March** 1-3pm

LMS-1122-54  
Wed. **6 April** 1-3pm

## Register for courses or Get ready placement tests

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.

Questions? 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

Ms Jodi Nooyen

English Programme Coordinator

Phone: 212-963-2001

E-mail: [nooyen@un.org](mailto:nooyen@un.org)

**Find more information** about our current courses here: [unelp.weebly.com](http://unelp.weebly.com)



## English for work

We offer many courses for developing communication skills for work. Most courses meet for one 2-hour lesson per week include individual coaching.

## Our classrooms

A new **United Nations Learning Centre** is being built under the North Lawn, and classes will be held there starting in May. For April, lessons may be held in any of several UN buildings—to be announced.

## Proficiency Exam Preparation

### ELPE Preparation (4)

4 group lessons / 1 individual session  
 LMS-1397-11 **Mon 12-2pm** 18 Apr - 9 May  
 LMS-1397-11 **Fri 11am-1pm** 17 June—8 July

### \*New\* Study Strategies webinar **via WebEX**

Get tips for how to prepare for the ELPE  
 LMS-2271-1 **Friday 8-10am** (NYC time) 17 June  
 LMS-2271-1 **Wed 7-9am** (NYC time) 22 June  
 LMS-2271-1 **Thurs 9-11am** (NYC time) 30 June

## Communication Skills

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

### Writing Skills Workshop (8) LMS-1586-10

6 group lessons / up to 3 individual sessions  
 Fundamentals of good writing in English at the UN.  
**Fridays 11am-1pm** 6 May—10 June

### Correspondence Writing (8) LMS-1398-9

8 group lessons / up to 2 individual sessions  
 Write better e-mail, letters & memos for the UN.  
**Fridays 1-3pm**, 29 April—1 July

### Netiquette workshop **via WebEX** (2)

4 group lessons **Mon. 7-9am** (NYC time) 6-13 June  
 Write e-mail that is more accurate and effective.

### Summary Writing (8) LMS-1399-24

8 group lessons / up to 2 individual sessions  
 Write more clear and accurate UN summaries.  
**Tues, 11am-1pm**, 3 May—21 June

### Summary Writing Intensive **via WebEX** (4)

4 group lessons / 1 individual session  
 A Summary Writing course with fewer lessons.  
 LMS-1811-12 **Thurs 8-10am** (NYC time) 21 April—12 May  
 LMS-1811-13 **Thurs 4-6am** (NYC time) 19 May—9 June

### Report Writing (8) LMS-1172-9

8 group lessons / up to 2 individual sessions  
 Write clear, concise & effective UN reports.  
**Wed., 11am-1pm**, 20 April—25 May

### Effective Minutes Writing **via WebEX** (4) LMS-1967-3

4 group lessons / 1 individual session  
 Write clear and effective minutes of meetings.  
**Tuesdays 6:30-8:30am**, (NYC time) 7-28 June

### \*New\* Presentation Skills workshop - blended (4)

4 group lessons / 1 individual session  
 LMS-1175-13 **Mondays 5:30-7:30pm** 6-27 June  
 or **via WebEX** for giving online presentations  
 LMS-2278-1 **Thursdays 7-9am** (in NYC) 9-30 June

### Social Media and the United Nations **via WebEX**

opening & closing session / 1 individual session  
 LMS-1175-13 **2 Wed, 8-11am** (NYC) 11 May & 29 June

### Social Media Webinars **via WebEX**

More than 12 to choose from, each a different topic  
 LMS-2005-X **Wednesdays & Fridays 9-10am** (NYC time)

⇒ See [socialun.weebly.com](http://socialun.weebly.com) for more information.  
 Proficiency Exam Preparation

## Other specialized courses

### Intermediate Conversation (8) LMS-1584-13

**Tuesdays 12-1:30pm**, 3 May—21 June

### Intermediate Grammar (8) LMS-2136-4

**Thursdays 5:30-7pm**, 21 April—9 June

### Introduction to English Writing (12) LMS-2134-3

Writing skills for those in English Levels 3-5.  
**Thursdays 1:30-3:30pm** 21 April—30 June

### Advanced Conversation (8) LMS-1176-5

Topics this term: Elections + {to be decided}  
**Tuesdays 6-7:30am**, 10 May—28 June

### Advanced Listening Strategies (6) LMS-1585-9

Focus on listening in meetings and the news.  
**Tuesdays 1-3pm**, 19 April—24 May

### Breakfast Book Club (6)

For vocabulary, reading & conversation skills  
 LMS-2216-2 **Wed. 9-10am** 20 April—25 May  
 LMS-2216-3 **Wed. 9-10am** 1 June - 6 July

### English Through Songs (6) LMS-2133-2

For pronunciation, vocabulary and listening  
**Tuesdays 5:30-7:30pm**, 17 May—21 June

### Pronunciation Skills, part 1 (12) LMS-1166-12

Become better understood in English.  
**Mon. & Wed. 5:30-7pm**, 18 April—6 July

### \*New\* Pronunciation Skills, part 2 (12) LMS-2276-1

For those who want more practice.  
**Wednesdays 1:30-3:30pm** 20 April—6 July

### Advanced English Grammar (6) LMS-1167-20

LMS-1167-20 **Fri 8:30-10:30am**, 13 May—17 June  
 or **via WebEX**  
 LMS-2213-2 **Thurs 8-10am** (in NYC) 21 Apr—26 May

### Discourse Strategies, Part 1 (12) LMS-1169-11

English for formal meetings and negotiations.  
**Tuesdays, 3:30-5:30pm**, 19 April—5 July

### English Through Comedy (12) LMS-2132-2

**Mondays 1-3pm**, 18 April—1 July

### Exploring NYC (12) LMS-1522-4

Learn about the history and culture of NYC.  
**Wednesdays 5:30-7:30pm**, 20 April—6 July

### \*New\* Guided Self Study **via WebEX** LMS-2135

**2 Mondays, 7-8am**, 19 April & 28 June

Level 3-6

Level 5+

Level 6+

All Levels