

Regular Courses

Beginner (level 1) to advanced (level 9). These courses will be from **1 October to 11 December 2018**.

COURSE	SCHEDULE		CEFR	INSPIRA	SECTION
Levels 1 & 2: Reading and Grammar	Mon	1:30-3:30pm	A1	LMS-2734	
Levels 1 & 2: Listening and Pronunciation	Wed	1:30-3:30pm	A1	LMS-2735	
Levels 1 & 2: Conversation and Vocabulary	Fri	1:30-3:30pm	A1	LMS-2736	
English—Level 3	Mon/Wed	12:00-1:30pm	A2	LMS-2603	
English—Level 4	Mon/Wed	1:30-3:00pm	B1	LMS-2604	
English—Level 5	Mon/Wed	1:30-3:00pm	B1	LMS-2605	
English—Level 6	Mon/Wed	1:30-3pm	B1	LMS-2606	
English—Level 7	Tue/Thu	1:30-3:00pm	B2	LMS-2607	
English—Level 8	Tue/Thu	1:30-3:00pm	B2	LMS-2608	
English—Level 9	Tue/Thu	1:30-3:00pm	B2/C1	LMS-2609	

Specialized Face-to-Face Courses*

Available to Global UN staff via WebEx. **Times listed are for New York**, so convert to your time zone.

COURSE	DESCRIPTION	DAY-TIME	CEFR	INSPIRA	REG BY:
Intermediate Conversation	Improve your fluency and pronunciation in English.	12 Oct—30 Nov (8) Fridays 1:30-3pm	A2-B1	LMS-2737	28 Sept
Intermediate English Grammar	Better understand and use English grammar.	9 Oct - 27 Nov (8) Tues 1:30-3m	A2-B1	LMS-2738	28 Sept
Intermediate Vocabulary	Learn and practice new words as you develop your fluency. Thurs days 1:30 - 3pm	Thurs 4 -25 Oct (4)	A2-B1	LMS-2741	18 Sept
		Thurs 1-29 Nov (4)			19 Oct
English for Living in New York	Learn practical English for living in the New York area.	2 Oct—6 Nov (6) Tues 11:30am-1:30pm	A2-B1	LMS-2675	18 Sept
English Guided Self Study via WebEx	Follow a study plan prepared and monitored by a teacher.	20 Sept & 8 Nov (2) Wed 6:30-7am	A2-B1	LMS-2740	
Advanced English Conversation	Develop vocabulary and fluency on a range of topics.	15 Oct—19 Nov (6) Mon 6-8pm	B1-B2	LMS-2742	5 Oct
English Through Cinema	Learn listening, vocabulary, cultural info & pronunciation.	2 Oct—11 Dec (11) Tues 6-8pm	B1-B2	LMS-2943	18 Sept
Pronunciation Skills Part I	Become better understood in English. Weekly homework.	5 Oct—7 Dec (10) Fridays 1:30-3:30pm	B2	LMS-2743	18 Sept

Other Specialized courses - ONLY available online via WebEx

Available to Global UN staff via WebEx. **Times listed are for New York**, so convert to your time zone

COURSE	DESCRIPTION	DAY-TIME	CEFR	INSPIRA	REG BY
Intermediate English Writing	Write better sentences, paragraphs & short texts.	20 Sept—11 Oct (4) Thursdays, 7-9am	B1	LMS-3053	??
Exploring the UN via WebEx	Learn about the UN: people, language & places.	3 Oct—21 Nov (6) Wed 8 - 9:30am	B2	LMS-2677	18 Sept

Communication Skills Courses

Develop your work-related communication skills in English.

COURSE	DESCRIPTION	DAY-TIME	CEFR	INSPIRA	REG BY:
Discourse Strategies 1	Become more polite and effective in formal meetings .	3 Oct—5 Dec (10) Wed 1-3pm	B2	LMS-2744	18 Sept
New Effective Minutes Writing	Develop skills for taking more effective minutes at meetings	19 Oct—16 Nov (5) Fridays 11:30-1:30pm	B2-C2	LMS-3196	5 Oct
Exploring the UN	Learn about the UN: history, people, language & places.	4 Oct—6 Dec (9) Thurs 6:00-8:00pm	B2-C2	LMS-2745	18 Sept
Advanced English Grammar	Improve your knowledge and use of English grammar.	8 Oct - 12 Nov (6) Mon 1:30 - 3:30 pm	B1-B2	LMS-2746	28 Sept
Correspondence Writing	Write more effective e-mail, memos and letters for the UN.	4 Oct—6 Dec (10) Thurs 11am-1pm	B2-C2	LMS-2947	18 Sept
Summary Writing	Write more clear and accurate UN summaries.	3 Oct—21 Nov (8) Wed 11am-1pm	B2-C1	LMS-2747	18 Sept
		3 Oct—21 Nov (8) Wed 3-5pm			18 Sept
		16 Oct - 4 Dec Tues 11am-1pm			5 Oct
Advanced Summary Writing	For those who completed a Summary Writing course.	3 Oct - 21 Nov (8) Wed 1:30-3:30pm	B2-C1	LMS-2748	18 Sept

Other Communication Skills Courses - ONLY available via WebEx

- ◆ Presentation skills for presenting online
- ◆ Social media and the United Nations
- ◆ Social media webinars
- ◆ Report Writing
- ◆ Writing for iSeek

To find out more, go to <https://hr.un.org/unhq/languages/english> and click on the **Online course schedule**.

Flexible and self-paced courses

These courses allow you to be more flexible about when you learn.

COURSE	DESCRIPTION	DAY-TIME	CEFR	INSPIRA	REG BY
English Guided Self Study via WebEx	Follow a study plan prepared and monitored by a teacher.	20 Sept & 8 Nov (2) Wed 6:30-7am	A2-B1	LMS-2740	
New Foundations of Writing for the UN	Learn principles of good writing in the UN context.	Self-paced online course (~4 hours)	B2-C2	LMS-2585	
WebEx Help Clinic	Practice using WebEx - as a presenter or student/attendee.	Any Mon 6-7:30am or Wed 9:30-11am, 17 Sept - 7 Nov	N/A	LMS-2434	

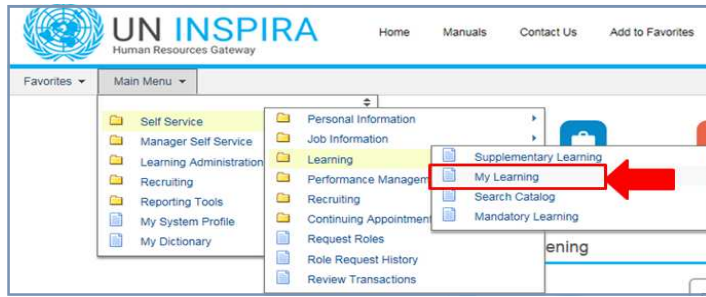
How to register— UN Staff members

Not a UN staff member? Register via eLearning@un.org

For instructions:

(1) Go to: hr.un.org/unhq/languages/english (2) Click "Registration" (3) Click "...for external learners"

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 "keywords" 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 Code	Location	Type	Start Date	
LMS-1132-18	United States, New York	Live Classroom Instruction	18/04/2016	View Details Enroll

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 revised before your enrolment is confirmed (you should receive a confirmation e-mail later on).

English

Language & Communication Skills



United Nations

The United Nations Language & Communications Programme

For Multilingualism and Career Development

Ms. Jodi Nooyen

English Programme Coordinator

nooyen@un.org

General Questions: learning@un.org

Learn about UNHQ courses Fall 2018

Who can take a course in New York?

UNHQ staff; delegates of Permanent Missions and Observer States; staff members of UNDP, UNICEF, UNFPA and UNOPS in New York; now spouses and more. Check full list of who can take courses, [for free](#) or [for a cost](#).

Do I need to take a placement test?

No, if you are a beginner. Just register.

Or, if English is your primary language or you're a high-level learner with 'proof' of proficiency (e.g. test score, diploma). Write a note and 'add attachment' (if relevant) with each registration.

When and how can I register?

Register by 18 September or two Fridays before courses that start later than week of 1 Oct

UN staff: Register via inspira.un.org (See back)

Others: Register via eLearning.un.org

For instructions:

1. Go to: hr.un.org/unhq/languages/english
2. Click on "Registration"
3. Click on "Registration for external learners"

How can I get registration help?

Visit us **Tuesdays 11:30-1:15 & Wednesdays 1:30-3pm** from 26 June - 12 September in the United Nations Learning Centre, **Computer Room B**

More questions? Visit <https://hr.un.org/language-programmes-unhq>

ROOM	DATE	TIME	INSPIRA	SECTION
Computer Room C	2 July	Monday 1:30-3:30pm	LMS-2610	28
	9 July			29
	16 July			30
	10 Sept			31
	17 Sept			32
	24 Sept			33