

Face-to-face regular Courses (A1 to B1)

Our courses are structured from beginner (level 1) to intermediate (level 9). Our Spring term will start on the week of **23 April 2018** and will end on the week of **13 July 2018**. French Regular exams will take place **on or before 29 June** for all level courses.

COURSE	SCHEDULE OPTIONS		CLASSROOM	INSPIRA CODE
REGULAR 1 (A1.1)	Mon / Wed	12:00 - 1:30 pm	15	LMS-2611-11
		1:30 - 3:00 pm	15	LMS-2611-12
	Tue / Thu	8:15 - 9:45 am	16	LMS-2611-13
		12:00 - 1:30 pm	16	LMS-2611-14
		5:30 - 7:00 pm	16	LMS-2611-15
REGULAR 2 (A1.2)	Mon / Wed	8:15 - 9:45 am	14	LMS-2612-11
		12:00 - 1:30 pm	14	LMS-2612-12
	Tue / Thu	12:00 - 1:30 pm	15	LMS-2612-13
		1:30 - 3:00 pm	16	LMS-2612-14
		5:30 - 7:00 pm	14	LMS-2612-15
REGULAR 3 (A2.1)	Mon / Thu *	1:30-2:30 pm	15	LMS-2613-10
	Tue / Thu	8:15 - 9:45 am	14	LMS-2613-11
		12:00 - 1:30 pm	14	LMS-2613-12
		1:30 - 3:00 pm	14	LMS-2613-13
		5:30 - 7:00 pm	15	LMS-2613-14
REGULAR 4 (A2.2)	Mon / Wed	5:30 - 7:00 pm	15	LMS-2614-9
	Tue / Thu	8:15 - 9:45 am	12	LMS-2614-10
		12:00 - 1:30 pm	18	LMS-2614-11
REGULAR 5 (A2.3)	Mon / Wed	12:00 - 1:30 pm	16	LMS-2615-8
	Tue / Thu	8:15 - 9:45 am	18	LMS-2615-9
		12:00 - 1:30 pm	10	LMS-2615-10
		1:30 - 3:00 pm	18	LMS-2615-11
REGULAR 6 (B1.1)	Mon / Wed	12:00 - 1:30 pm	19	LMS-2616-7
		8:15 - 9:45 am	15	LMS-2616-8
	Tue / Thu	1:30 - 3:00 pm	19	LMS-2616-9
		5:30 - 7:00 pm	18	LMS-2616-10
REGULAR 7 (B1.2)	Mon / Wed	12:00 - 1:30 pm	Lab A	LMS-2617-7
	Tue / Thu	8:15 - 9:45 am	19	LMS-2617-8
		5:30 - 7:00 pm	19	LMS-2617-9
REGULAR 8 (B1.3)	Mon / Wed	12:00 - 1:30 pm	18	LMS-2618-7
		1:30 - 3:00 pm	19	LMS-2618-8
	Tue / Thu	12:00 - 1:30 pm	19	LMS-2618-9
REGULAR 9 (B1.4)	Mon / Wed	1:30 - 3:00 pm	16	LMS-2619-6
		5:30 - 7:00 pm	19	LMS-2619-7
	Tue / Thu	12:00 - 1:30 pm	21	LMS-2619-8

*: Participants will attend two in-person one-hour classes per week. The third weekly classroom hour is replaced by additional homework online.

Cours de spécialité en face-à-face (B2)

Nous proposons des cours de spécialité à un niveau intermédiaire avancé afin d'aider les fonctionnaires et diplomates à perfectionner leurs compétences professionnelles

COURS	DESCRIPTION	JOUR-HEURE	PREREQUIS	SALLE DE COURS	CODE INSPIRA
État de droit: appui électoral	Cours de 6 semaines Début le mardi 24 avril	Mar/Jeu 13:30-15:00	9	Lab B	LMS-2728
Action cinéma	Cours de 12 semaines Début le mercredi 25 avril	Mer 17:30 - 19:30	9	16	LMS-2729
MINUSMA: mandat et défis	Cours de 6 semaines Début le mardi 5 juin	Mar/Jeu 13:30 - 15:00	9	10	LMS-2730

Online specialized Courses (A1) / Cours de spécialité à distance (B2)

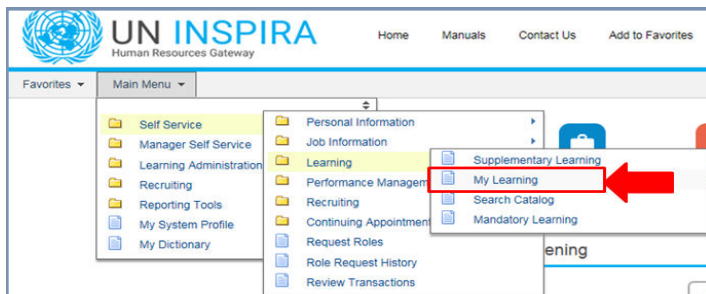
We offer online courses to address the Global secretariat with an offer that fits basic learners (beginners and false beginners) as well as independent and proficient users. L'accès aux formations en ligne non-tutorées B2 est automatique après inscription: il est déjà ouvert !

COURSE/COURS	DESCRIPTION	INFO	SKILL	INSPIRA CODE
New First Contact with French (A1)	Self-paced course for total beginners in French	Start 14/05		LMS-3058
Introducing oneself (A1)	6-week self-paced course	Start 24/04 or 05/06	Writing	LMS-2682
			Speaking	LMS-2683
Expressing likes and dislikes (A1)	6-week self-paced course	Start 24/04 or 05/06	Writing	LMS-2430
			Speaking	LMS-2431
New Ecrire pour iSeek (B2)	Formation en autonomie tutorée de 5 semaines	Début 30/04 ou 04/06	Ecrit	LMS-3054
New Parlons de l'égalité des sexes (B2)	Formation en autonomie tutorée de 6 semaines	Début 14/05	Ecrit	LMS-3055
(LPE) Stratégies pour l'épreuve d'expression écrite de l'EAL	Webinaire	Le 08/05	Ecrit	LMS-2495
(LPE) Stratégies pour l'épreuve d'interaction orale de l'EAL	Webinaire	Le 10/05	Oral	LMS-2500
(LPE) Préparer l'épreuve d'expression écrite de l'EAL	Formation en autonomie tutorée de 3 semaines	Début 15/05 ou 05/06 ou 26/06	Ecrit	LMS-2493
(LPE) Préparer l'épreuve d'interaction orale de l'EAL	Formation en autonomie tutorée de 3 semaines	Début 15/05 ou 05/06 ou 26/06	Oral	LMS-2494
(LPE) Préparer les épreuves de compréhension et de langue de l'EAL	Formation en autonomie non-tutorée	Activités et anciens sujets	Compréhension, grammaire, vocabulaire	LMS-1699

How to register— UN Staff members

IMPORTANT: Not a UN staff member? To see the instructions for your profile, visit our site <http://tinyurl.com/guide-externals>. The following instructions are for UN Staff Members only.

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



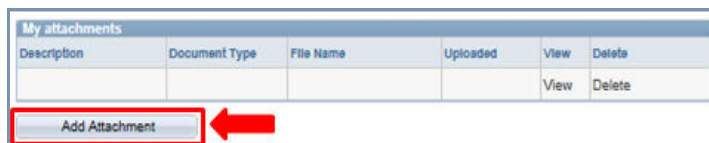
3. Now you can search the catalog by typing in the box **the first 4 digits of the course LMS Code** (available in the course schedule), or **the course name** or **placement** (for placement tests), and then click **Search**.



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

Activity 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).

I am certifying this box I certify that: [redacted] and that submission of my registration does NOT guarantee my enrolment in the activity; failure to attach required documents, to meet eligibility criteria or to provide more information when requested will result in my registration being delayed or rejected;

- 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/lcp/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.

French

Language & Communication Skills



United Nations

The United Nations Language & Communications Programme

For Multilingualism and Career Development

Mr. Pascal Schaller

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General Questions: learning@un.org

Learn about our Programme

Who can take a language course?

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

When and how can I register?

Placement tests: From 19 February, 2018

Courses: 13 March - 10 April, 2018 or until two weeks before the first lesson of a course.

Register via inspira.un.org (See back)

What time do classes take place?

Classes are usually offered before work, at lunch time, or after work.

How can I get registration help?

Visit one of our Registration Help Clinics in **Computer Room B** in the UN Learning Centre:

Monday- 9 April, 2018: 1:30 -3:30 pm

Tuesdays & Wednesdays- 14 March-10 April, 2018:
10:30 am -3:30 pm

Do I need to take a placement test?

No, if you are a beginner. Just register right away for level 1. Or, if you're a native speaker or a high-level learner with 'proof' your proficiency (e.g. test score, diploma) write a comment and 'add attachment' (if relevant) with each registration.

Yes, if you are a new student OR if you did not take courses with us for the past two terms. For French, register in Inspira to get the link to take the 100% ONLINE FRENCH PLACEMENT TEST:

TEST	DATE/TIME	INSPIRA
Online test	All Year Round	LMS-2620

More questions? Visit us at

<https://hr.un.org/language-programmes-unhq>

Please register early, from 14 March. Seats are given on a first-come first-served basis. You will receive a confirmation as soon as it is processed.