



# SPRING 2024 GLOBAL BROCHURE

## ONLINE OFFERINGS FOR GLOBAL PARTICIPANTS

Registration: 6 March – 12 April  
Class period: 29 April – 12 July

Our main goal is to offer a quality learning programme aligned to the [United Nations Language Framework](#) and specifically targeted to the needs of our customers. Courses will be held using our improved learning platform, CDOTS Campus.

Language and Communications Training Unit (LCTU)  
of the Capacity Development and Operational Training Service (CDOTS)

**Eligible global participants:**

UN Secretariat staff in Offices Away from Headquarters, other duty stations, or field missions.  
Eligible personnel from UNDP, UNFPA, UNICEF, UNOPS and UN Women located outside New York.



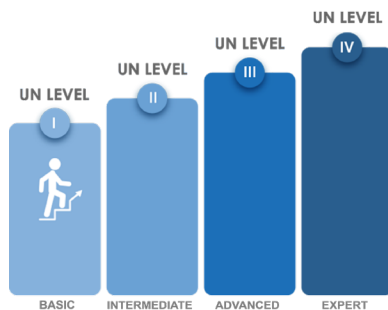
Click on each language for the specialized course offerings:  
**ARABIC / CHINESE / ENGLISH / FRENCH / RUSSIAN / SPANISH**

## **SELF-STUDY COURSES**



Visit the [LCTU calendar](#), [eligibility](#) and [placement](#) webpages.  
See the [registration instructions](#) and, if needed, contact our team using our [Registration Assistance Form](#).

Information for all learning managers for language learning licenses is available [here](#).



Learn more about the **UN Levels** on the [United Nations Language Framework](#) webpage.



## **SPECIALIZED COURSES**

Specialized courses delve into one specific part of language learning, such as reading, listening, speaking and writing.

## **LANGUAGE LEARNING MODALITIES**

### **Group live sessions**

Students participate in real time in online or in-person discussions guided by a teacher. The sessions are focused on vocabulary, grammar, language revision, etc. Students get immediate feedback and answers to their questions.

### **Group interactive activities**

Group exercises hosted on our learning platform that are guided/moderated by a teacher and do not happen in real time. Some examples are forum discussions or collaborative text drafting.

### **Individual learning activities**

These individual exercises largely hosted in our learning platform do not happen in real time. They mainly help retention or offer learning strategies. Most of them are self-correcting.



## ARABIC

### SPECIALIZED COURSES

UN LEVEL	LMS CODE	COURSE TITLE	LEARNING MODALITIES	DAY(S) AND TIME (NEW YORK TIME)	START AND END DATE	LAST DATE TO ENROLL	PREREQUISITES	DESCRIPTION
UN I Basic	6290-22	Introduction to Arabic Language (Global)	Group live sessions: online. Group interactive activities. Individual learning activities.	Tuesdays 8:30am - 10:00am (online)	30 April – 2 July 10 weeks	23 April	None	15 hours. This course gives a general overview of Modern Standard Arabic and introduces the Arabic alphabet along with some common expressions in Arabic.
UN II Intermediate	6286-5	UN Stories in Arabic: Reading and writing	Group live sessions: online. Group interactive activities. Individual learning activities.	Fridays 12:00pm - 1:30am (online)	10 May – 21 June 7 weeks	3 May	Arabic 1 UN II, or at least 195 hours of Arabic formal instruction is recommended.	10 hours (six 1.5-h sessions + one 1-h session) This specialized course helps participants enhance their reading and writing skills while being engaged in stories related to the UN humanitarian work.

## CHINESE

### SPECIALIZED COURSES

UN LEVEL	LMS CODE	COURSE TITLE	LEARNING MODALITIES	DAY(S) AND TIME (NEW YORK TIME)	START AND END DATE	LAST DATE TO ENROLL	PREREQUISITES	DESCRIPTION
UN I - UN III Basic - Advanced	6770-9	Chinese Pronunciation Skills	Group live sessions: online. Group interactive activities. Individual learning activities.	Fridays 8:30am - 9:30am (online)	29 April – 31 May 5 weeks	22 April	None	7.5 hours. This course builds and enhances Chinese pronunciation. Participants learn strategies to improve their pronunciation at word and sentence levels, as well as intonation at and beyond sentence levels.





# ENGLISH

## SPECIALIZED COURSES

UN LEVEL	LMS CODE	COURSE TITLE	LEARNING MODALITIES	DAY(S) AND TIME (NEW YORK TIME)	START AND END DATE	LAST DATE TO ENROLL	PREREQUISITES	DESCRIPTION
UN I Basic	7088-7	Introduction to Listening in English Online	Group live sessions: online.	Thursdays 8:30am - 10:00am	23 May – 11 July 8 weeks	16 May	Recommended for learners with 50-100 hours of study experience.	12-hour course focusing on beginning strategies for listening.
UN I Basic	7330-6	Introduction to Conversation in English Online	Group live sessions: online.	Tuesdays 8:30am - 10:00am	21 May – 9 July 8 weeks	14 May	Recommended for learners with 50-100 hours of study experience.	12-hour course building foundational strategies for speaking fluently and participating in conversations in English.
UN II Intermediate	7519-1	<b>NEW</b> Intermediate SDG Vocabulary in English Online	Group live sessions: online. Individual learning activities.	Thursdays 8:00am - 9:30am	23 May – 11 July 8 weeks	16 May	Recommended for learners with 150-250 hours of study experience.	12-hour course focusing on learning vocabulary to discuss the Sustainable Development Goals (SDGs) and the work of the UN.
UN II Intermediate	6268-10	Intermediate Vocabulary in English Online	Group live sessions: online. Individual learning activities.	Mondays 8:30am - 10:30am	20 May – 8 July 8 weeks	13 May	Recommended for learners with 150-250 hours of study experience.	12-hour course focusing on learning vocabulary to practice new words and idioms most frequently used in social and workplace settings.
UN II Intermediate	6269-18	Intermediate Conversation in English Online	Group live sessions: online.	Tuesdays 1:30pm - 3:00pm	7 May – 25 June 8 weeks	30 April	Recommended for learners with 150-250 hours of study experience.	12-hour course focusing on developing vocabulary and speaking strategies to build conversational skills on a range of topics in the personal, professional, and public domains.
UN II Intermediate	6689-10	Intermediate Writing in English Online	Group live sessions: online. Individual learning activities.	Tuesdays 8:00am - 9:30am	21 May – 9 July 8 weeks	14 May	Recommended for learners with 150-250 hours of study experience.	12-hour course focusing on improving intermediate writing skills by addressing topics such as: purpose, audience, style, and tone.
UN II Intermediate	7331-3	Intermediate Grammar I in English Online	Group live sessions: online. Individual learning activities.	Wednesdays 8:00am - 9:30am	1 May – 19 June 8 weeks	24 April	Recommended for learners with 150-250 hours of study experience.	12-hour course focusing on understanding and using intermediate grammar structures, such as prepositions, phrasal verbs, passive voice, modal auxiliary verbs, and relative clauses.
UN III Advanced	6759-9	Advanced Vocabulary in English Online	Group live sessions: online. Individual learning activities.	Mondays 10:00am - 11:30am	20 May – 8 July 8 weeks	13 May	Recommended for learners with 250+ hours of study experience.	12-hour course focusing on using formal vocabulary to discuss your professional life, global society, and the work of the UN.
UN III Advanced	6760-14	Advanced Conversation in English Online	Group live sessions: online. Individual learning activities.	Thursdays 8:00am - 9:30am	23 May – 11 July 8 weeks	16 May	Recommended for learners with 250+ hours of study experience.	12-hour course focusing on advanced speaking strategies to discuss professional life, global society, and the work of the UN.
UN III Advanced	7332-3	Advanced Grammar I in English Online	Group live sessions: online. Individual learning activities.	Thursdays 8:00am - 9:30am	2 May – 20 June 8 weeks	25 April	Recommended for learners with 250+ hours of study experience.	12-hour course focusing on understanding and using advanced grammar structures, such as conditionals, reported speech, passive voice and the past perfect.
UN III Advanced	7462-2	Advanced Grammar II in English Online	Group live sessions: online. Individual learning activities.	Tuesdays 10:00am - 11:30am	21 May – 9 July 8 weeks	14 May	Recommended for learners with 250+ hours of study experience.	12-hour course focusing on understanding and using advanced grammar structures, such as connectors, gerunds/infinitives, inversion/fronting, phrasal verbs, and the subjunctive mood.





UN III Advanced	7047-11	Advanced Writing in English Online	Group live sessions: online. Individual learning activities.	Tuesdays 8:00am - 9:30am	30 April – 18 June 8 weeks	23 April	Recommended for learners with 250+ hours of study experience.	12-hour course focusing on improving advanced writing skills by addressing topics such as: purpose, audience, style, and tone.
UN III Advanced	3197-16	Correspondence Writing in English	Group live sessions: online. Individual learning activities.	Thursdays 8:00am - 9:30am	23 May – 11 July 8 weeks	16 May	Recommended for learners with 250+ hours of study experience.	12-hour teacher-led course. Improve work-related correspondence writing skills (letters, memos, e-mail).
UN III Advanced	6925-5	Cross-Cultural Communication	Group live session: online	Wednesday 8:30am - 10:30am	26 June	24 June	Recommended for learners with 250+ hours of study experience.	2-hour interactive skills workshop focusing on strategies for communicating clearly and impactfully across cultures in the global workplace.
UN III Advanced	7521-1	Advanced Email Etiquette	Group live session: online	Tuesday 8:30am - 10:30am	4 June	2 June	Recommended for learners with 250+ hours of study experience.	2-hour interactive skills workshop focusing on the mechanics and general correspondence of email writing in English.
UN IV Expert	7518-1	<b>NEW</b> Effective AI Tools for Workplace Writing in English	Group live session: online	Monday 8:30am - 10:30am	20 May	18 May	Recommended for learners with 250+ hours of study experience.	2-hour interactive skills workshop for enhancing communicative writing skills with the support of AI platforms (e.g., ChatGPT) to help revise and generate content.

## FRENCH

### SPECIALIZED COURSES

UN LEVEL	LMS CODE	COURSE TITLE	LEARNING MODALITIES	DAY(S) AND TIME (NEW YORK TIME)	START AND END DATE	LAST DATE TO ENROLL	PREREQUISITES	DESCRIPTION
UN I Basic	2683-23	Introducing Oneself in French – Speaking	Individual learning activity	N/A	6 May – 14 June 4 weeks	29 April	None	8 hours. Participants will familiarize themselves with or review the basics of speaking to share information about their personal and professional lives. Weekly assignments and a final oral task submission are required for successful completion of the course.
UN I Basic	2682-23	Introducing Oneself in French – Writing	Individual learning activity	N/A	6 May – 14 June 4 weeks	29 April	None	8 hours. Participants will familiarize themselves with or review the basics of writing to share information about their personal and professional lives. Weekly assignments and a final written task submission are required for successful completion of the course.
UN I Basic	2431-21	Express Likes and Dislikes in French – Speaking	Individual learning activity	N/A	6 May – 14 June 4 weeks	29 April	None	8 hours. Participants will familiarize themselves with or review the basics of speaking to express their likes and dislikes. Weekly assignments and a final oral task submission are required for successful completion of the course.
UN I Basic	2430-22	Express Likes and Dislikes in French – Writing	Individual learning activity	N/A	6 May – 14 June 4 weeks	29 April	None	8 hours. Participants will familiarize themselves with or review the basics of writing to express their likes and dislikes. Weekly assignments and a final written task submission are required for successful completion of the course.





## RUSSIAN

### SPECIALIZED COURSES

UN LEVEL	LMS CODE	COURSE TITLE	LEARNING MODALITIES	DAY(S) AND TIME (NEW YORK TIME)	START AND END DATE	LAST DATE TO ENROLL	PREREQUISITES	DESCRIPTION
UN I Basic	7465-2	Topics in Basic Russian: Food	Group live sessions: online	Fridays 11:30am - 1:00pm (online)	17 May – 21 June 6 weeks	10 May	Russian 4 - UN I, or 120 hours of formal Russian instruction, or equivalent placement test results.	9 hours. This course reinforces grammar and develops vocabulary at the basic level with focus on a specific topic. <b>Not for complete beginners.</b>
UN I Basic	7382-3	Topics in Basic Russian: Living Spaces	Group live sessions: online	Tuesdays 9:00am - 10:30am (online)	14 May – 18 June 6 weeks	7 May	Russian 4 - UN I, or 120 hours of formal Russian instruction, or equivalent placement test results.	9 hours. This course reinforces grammar and develops vocabulary at the basic level with focus on a specific topic. <b>Not for complete beginners.</b>
UN II Interm.	6163-5	Russian Grammar Review: Part 2	Group live sessions: online	Tuesdays 1:30pm - 3:00pm (online)	30 April – 2 July 10 weeks	23 Apr	Russian 10 - UN I, or 300 hours of formal Russian instruction, or equivalent placement test results.	15 hours. This course offers review of the grammar needed to attain the UN I level of proficiency in Russian.
UN III Advanced	7540-1	<b>NEW</b> Advanced Reading in Russian: Ecology and the Environment	Group live sessions: online	Tuesdays & Thursdays 9:00am - 10:00am (fully online)	14 May – 30 May 3 weeks	7 May	For advanced learners of Russian	6 hours. This course focuses on developing reading, speaking, and writing skills at the advanced level.

## SPANISH

### SPECIALIZED COURSES

UN LEVEL	LMS CODE	COURSE TITLE	LEARNING MODALITIES	DAY(S) AND TIME (NEW YORK TIME)	START AND END DATE	LAST DATE TO ENROLL	PREREQUISITES	DESCRIPTION
UN II Intermediate	2670-16	Hablemos de desarrollo sostenible	Group live sessions: online. Group interactive activities. Individual learning activities.	Wednesdays 12:00pm - 1:30pm (online)	1 May – 5 June 6 weeks	24 April	Spanish 2 UN II, or 210 hours of formal Spanish instruction, or matching placement test result is required.	9 hours. This course focuses on developing fluency and expanding vocabulary related to SDGs matters. Students will engage in discussions on trending topics, current affairs, and international news as they are broadcasted or published in the media.



## SELF-STUDY COURSES

Due to a platform upgrade, please be aware that both registrations for self-study courses in Inspira and self-enrolment in self-study courses in CDOTS Campus will be temporarily unavailable from March 16 to March 31.

Not teacher-led: Learners complete the course on their own time and schedule, and completely independently.

To take self-study courses, learners should complete the following 2 steps:

- 1) Register via Inspira or Elearning to obtain an enrolment key.
- 2) Use the enrolment key to enrol in CDOTS Campus and access all learning materials and activities.

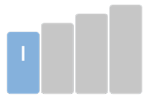
Please click here for full [instructions](#) on how to enrol for self-study courses.







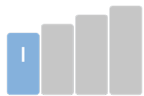
## ARABIC



LMS-7375  
First Contact with Arabic  
Ongoing registration  
4-hour self-study course

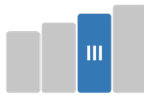
Discover the very basics of the Arabic language.  
Module 1: Overview.  
Module 2: Pronunciation and vocabulary.  
Module 3: Grammar.  
Module 4: Culture and communication.

## CHINESE



LMS-7104  
First Contact with Chinese  
Ongoing registration  
4-hour self-study course

Discover the very basics of the Chinese language.  
Module 1: Learn about pronunciation.  
Module 2: Discover the writing system.  
Module 3: Learn how to form words.  
Module 4: Get familiar with Chinese grammar.



**NEW**  
LMS-7105  
Using Gender-inclusive Language in Chinese  
Ongoing registration  
4-hour self-study course

Learn and apply strategies to ensure using Chinese in a more gender-inclusive way.  
Module 1: Familiarize with stereotypes and language.  
Module 2: Learn about resources for a gender-inclusive use of Chinese.  
Module 3: Apply strategies for a more gender-inclusive use of Chinese.





## ENGLISH



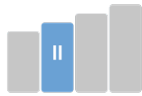
LMS-7081  
Intermediate Grammar I  
Ongoing registration  
7.5-hour self-study course

Intermediate grammatical competence in modals, passive voice, phrasal verbs, prepositions, and relative clauses.



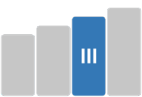
LMS-7082  
Intermediate Grammar II  
Ongoing registration  
7.5-hour self-study course

Intermediate grammatical competence in adjectives, nouns, verbs, clauses, and questions.



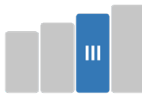
**NEW**  
[Click this link to self-enrol](#)  
Linguistic Diversity in the English Language  
Ongoing registration  
9-hour self-study course

The richness and diversity of how English sounds across the globe.  
Module 1: Discover the English-speaking world.  
Module 2: Appreciate the diversity of the English language.  
Module 3: Learn about language discrimination.



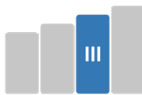
LMS-7083  
Advanced Grammar I  
Ongoing registration  
7.5-hour self-study course

Advanced grammatical competence in conditionals, passive voice, past perfect, reported speech and punctuation.



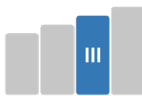
LMS-7084  
Advanced Grammar II  
Ongoing registration  
7.5-hour self-study course

Advanced grammatical competence in conditionals, passive voice, past perfect, reported speech, and punctuation.



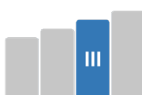
LMS-6755  
Foundations of Writing for the United Nations  
Ongoing registration  
4-hour self-study course

Learn the foundations for writing effectively at the United Nations over the course of four lessons focused on purpose and audience, organization, style and tone.



LMS-6756  
Exploring the United Nations  
Ongoing registration  
12-hour self-study course

Explore the history and work of the United Nations by completing lessons focused on reading, listening, and vocabulary.

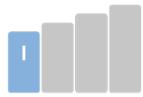


LMS-5770  
Using Gender-inclusive Language in English  
Ongoing registration  
4-hour self-study course

Learn and apply strategies to ensure using English in a more gender-inclusive way.  
Module 1: Familiarize with stereotypes and language.  
Module 2: Learn about resources for a gender-inclusive use of English.  
Module 3: Apply strategies for a more gender-inclusive use of English.

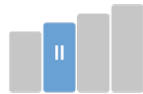


## FRENCH



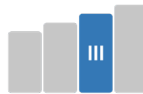
LMS-3058  
First Contact with French  
Ongoing registration  
4-hour self-study course

Discover the very basics of the French language.  
Module 1: Discover some French words and sounds.  
Module 2: Learn how to greet in formal and informal situations.  
Module 3: Learn how to give personal information and to spell your name.



[Click this link to self-enrol](#)  
S'informer sur la diversité de la langue française  
Ongoing registration  
9-hour self-study course

The richness and diversity of how French sounds around the globe.  
Module 1: Découvrir la Francophonie.  
Module 2: Valoriser la diversité de la langue française.  
Module 3: S'informer sur les discriminations linguistiques.



LMS-7042  
S'informer sur la rédaction stratégique à l'ONU  
Ongoing registration  
6-hour self-study course

Develop strategies and techniques and learn about tools and resources to write various types of texts more effectively in the UN professional context.



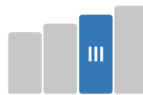
LMS-7451  
S'informer sur la rédaction de courriels à l'ONU  
Ongoing registration  
6-hour self-study course

Develop strategies and techniques and learn about tools and resources to write various types of emails more effectively in the UN professional context.



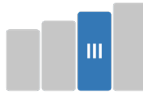
LMS-7452  
S'informer sur la rédaction d'une lettre de candidature à un poste à l'ONU  
Ongoing registration  
6-hour self-study course

Develop strategies and techniques and learn about tools and resources to write a cover letter more effectively in the UN professional context.



[Click this link to self-enrol](#)  
La langue française et la discrimination :  
grammaire en action  
Ongoing registration  
3-hour self-study course

Understand how to use the appropriate advanced grammar structures, such as active vs. passive voice, the pronouns "y" and "en," the relative pronouns "ce qui," "ce que," and "ce dont," the verb "se faire + infinitive."



LMS-7335  
S'informer sur le langage inclusif  
Ongoing registration  
5-hour self-study course

Learn and apply strategies to ensure using French in a more gender-inclusive way.  
Module 1: Se familiariser avec le contexte et le langage inclusif.  
Module 2: Découvrir les stratégies pour un usage inclusif du français.  
Module 3: Appliquer les stratégies pour un usage inclusif du français.

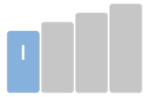


[Click this link to self-enrol](#)  
S'informer sur la langue française et la discrimination  
Ongoing registration  
5-hour self-study course

Discrimination and biases hidden in the language.  
Module 1: Maîtriser le vocabulaire de la discrimination.  
Module 2: Aborder la discrimination avec précision et clarté.  
Module 3: S'exprimer sans discriminer.



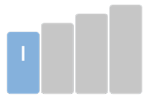
## RUSSIAN



LMS-7380  
First Contact with Russian  
Ongoing registration  
4-hour self-study course

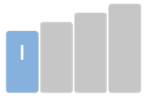
Discover the very basics of the Russian language.  
Module 1: Learn about the alphabet and pronunciation.  
Module 2: Gain insight into Russian grammar.  
Module 3: Learn about greetings and polite exchanges in Russian.

## SPANISH



LMS-6215  
First Contact with Spanish  
Ongoing registration  
2-hour self-study course

Discover the very basics of the Spanish language.  
Module 1: Discover the alphabet and identify the sounds of Spanish.  
Module 2: Learn to pronounce Spanish words.  
Module 3: Learn how to introduce yourself, give thanks, and greet in formal and informal situations.



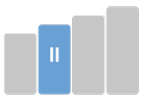
LMS-7102  
Gramática y vocabulario: Gustos y tiempo libre  
Ongoing registration  
4-hour self-study course

How to express likes and interests and how to make suggestions.  
Prerequisite: recommended for learners with approx. 30 hours of study experience.



LMS-7227  
Gramática y vocabulario: Aconsejar en subjuntivo  
Ongoing registration  
4.5-hour self-study course

How to use the subjunctive to give advice and recommendations.



**NEW**  
[Click this link to self-enrol](#)  
Para saber más sobre la diversidad del español  
Expected in Spring 2024  
9-hour self-study course

The richness and diversity of how Spanish sounds across the globe.  
Module 1: Discover the Spanish-speaking world.  
Module 2: Appreciate the diversity of the Spanish language.  
Module 3: Learn about language discrimination.

