



WINTER 2024 GLOBAL BROCHURE

ONLINE OFFERINGS FOR GLOBAL PARTICIPANTS

Registration: 8 November – 21 December

Class period: 15 January – 22 March

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.

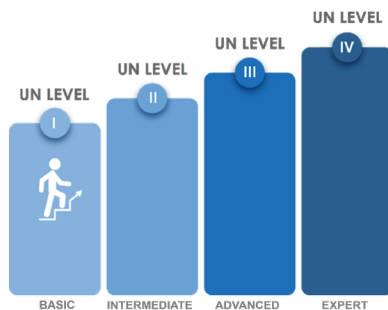
Click on each language for the specialized course offerings:
ARABIC / CHINESE / ENGLISH / FRENCH / RUSSIAN / SPANISH

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	6290-21	Introduction to Arabic Language (Global)	Group live sessions: Online. Group interactive activities. Individual learning activities.	Tuesdays 8:30am - 10:00am (fully online)	16 Jan – 19 March 10 weeks	9-Jan	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	6428-3	The Essential UN: Reading and Writing	Group live sessions: Online. Group interactive activities. Individual learning activities.	Fridays 8:30am - 10:00am (fully online)	19 Jan – 22 March 10 weeks	12-Jan	Arabic 1 UN II, or at least 195 hours of Arabic formal instruction is recommended.	15 hours. This course helps participants enhance their knowledge of the Arabic language through a variety of UN-related written texts.

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 Basic	6265-15	Basic Chinese Reading and Writing	Group live sessions: Online. Group interactive activities. Individual learning activities.	Mondays 8:30am - 9:30am (fully online)	15 Jan - 22 Mar 10 weeks	8-Jan	None	15 hours. This course builds and reinforces reading and writing skills. Participants learn to analyze Chinese characters and the formation of compound words, phrases, and simple sentences.
UN I Basic	6251-14	Basic Chinese Conversation	Group live sessions: Online. Group interactive activities. Individual learning activities.	Tuesdays 8:30am - 9:30am (fully online)	15 Jan - 22 Mar 10 weeks	8-Jan	30 hours of formal Chinese instruction, or matching placement test result is recommended.	15 hours. This course builds and improves basic Chinese conversation skills. Participants practice through discussions about daily life and work, utilizing various types of learning materials and exercises.
UN I - UN II Basic - Intermediate	6266-11	Intermediate Chinese Reading and Writing	Group live sessions: Online. Group interactive activities. Individual learning activities.	Wednesdays 8:30am - 9:30am (fully online)	15 Jan - 22 Mar 10 weeks	8-Jan	150 hours of formal Chinese instruction, or matching placement test result is recommended.	20 hours. This course reinforces Chinese reading and writing skills. Participants recycle learned words and expressions in meaningful contexts while utilizing diverse types of reading materials and various types of writing tasks.
UN I - UN II Basic - Intermediate	6252-15	Intermediate Chinese Conversation	Group live sessions: Online. Group interactive activities. Individual learning activities.	Fridays 8:30am - 9:30am (fully online)	15 Jan - 22 Mar 10 weeks	8-Jan	150 hours of formal Chinese instruction, or matching placement test result is recommended.	15 hours. This course reinforces, improves, and further builds Chinese conversation skills. Participants practice through discussing topics in more formal contexts, utilizing various types of learning materials and exercises.
UN I - UN III Basic - Advanced	6770-8	Chinese Pronunciation Skills	Group live sessions: Online. Group interactive activities. Individual learning activities.	Fridays 8:30am - 9:30am (fully online)	15 Jan - 22 Mar 10 weeks	8-Jan	None	20 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.
UN II - UN III Intermediate - Advanced	6769-5	Explore UN SDGs in Chinese	Group live sessions: Online. Group interactive activities. Individual learning activities.	Thursdays 8:30am - 9:30am (fully online)	15 Jan - 22 Mar 10 weeks	8-Jan	300 hours of formal Chinese instruction, or matching placement test result is recommended.	15 hours. This course explores UN Sustainable Development Goals through learning authentic listening and reading materials, completing reading and writing tasks based on these materials, and practicing using the key words and grammatical constructions.

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	7088-5	Introduction to Listening in English Online	Group live sessions: Online. Individual learning activities.	Thursdays 10:30am - 12:00pm (fully online)	1 Feb - 21 Mar 8 weeks	25-Jan	Recommended for learners with 50-100 hours of study experience.	12-hour course focusing on beginning strategies for listening.
UN II Intermediate	6269-16	Intermediate Conversation in English Online	Group live sessions: Online. Individual learning activities.	Tuesdays 1:30pm - 3:00pm (fully online)	30 Jan - 19 Mar 8 weeks	23-Jan	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	7461-1	Intermediate Grammar II in English Online	Group live sessions: Online. Individual learning activities.	Wednesdays 8:00am - 9:30am (fully online)	24 Jan - 13 Mar 8 weeks	17-Jan	Recommended for learners with 150-250 hours of study experience.	12-hour course focusing on understanding and using intermediate grammar structures, such as nouns, adjectives, verb tenses and subordinate clauses.
UN III Advanced	6759-8	Advanced Vocabulary in English Online	Group live sessions: Online. Individual learning activities.	Mondays 10:30am - 12:00pm (fully online)	29 Jan - 18 Mar 8 weeks	22-Jan	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	6760-13	Advanced Conversation in English Online	Group live sessions: Online. Individual learning activities.	Fridays 8:00am - 9:30am (fully online)	2 Feb - 22 Mar 8 weeks	26-Jan	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	7462-1	Advanced Grammar II in English Online	Group live sessions: Online. Individual learning activities.	Thursdays 8:00am - 9:30am (fully online)	25 Jan - 14 Mar 8 weeks	18-Jan	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	7047-9	Advanced Writing in English Online	Group live sessions: Online. Individual learning activities.	Tuesdays 12:00pm - 1:30pm (fully online)	30 Jan - 19 Mar 8 weeks	23-Jan	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	7047-10	Advanced Writing in English Online	Group live sessions: Online. Individual learning activities.	Tuesdays 8:00am - 9:30am (fully online)	23 Jan - 12 Mar 8 weeks	16-Jan	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	7240-4	Writing in Plain English	Group live session: Online	Thursday 9:00am - 10:00am (fully online)	8 Feb	6-Feb	Recommended for learners with 250+ hours of study experience.	2-hour webinar focusing on strategies and techniques for writing clearly and concisely in the UN context.
UN III Advanced	6925-4	Cross-Cultural Communication	Group live session: Online	Tuesday 9:00am-11:00am (fully online)	20 Feb	16-Feb	Recommended for learners with 250+ hours of study experience.	2-hour webinar focusing on strategies and techniques for writing clearly and concisely in the UN context.

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 III Advanced	3404-16	S'exprimer à l'écrit sur les défis de l'action humanitaire	Individual learning activities.	N/A	22 Jan - 1 Mar 6 weeks	19-Jan	Recommended for learners with 250+ hours of study experience.	10 hours. Participants are introduced to language related to various humanitarian topics such as conflicts, refugees and asylum seekers, food security etc. and asked to voice their opinions on the issues debated.

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	7465-1	NEW Topics in Basic Russian: Food	Group live sessions: Online	Wednesdays 8:30am - 10:00am (fully online)	31 Jan – 6 Mar 6 weeks	24-Jan	Russian 4 - UN I, or 120 hours of formal Russian instruction, or equivalent placement test result.	9 hours. This course reinforces grammar and vocabulary building at the basic level with focus on a specific topic. <u>Not for complete beginners.</u>
UN I Basic	7382-2	Topics in Basic Russian: Living Spaces	Group live sessions: Online	Thursdays 1:30pm - 3:00pm (fully online)	1 Feb – 7 Mar 6 weeks	25-Jan	Russian 4 - UN I, or 120 hours of formal Russian instruction, or equivalent placement test result.	9 hours. This course reinforces grammar and vocabulary building at the basic level with focus on a specific topic. <u>Not for complete beginners.</u>
UN I - UN II Basic - Intermediate	6163-4	Russian Grammar Review: Part 1	Group live sessions: Online	Tuesdays 11:45am - 1:15pm (fully online)	16 Jan - 19 Mar 10 weeks	9-Jan	Russian 10 - UN I, or 300 hours of formal Russian instruction, or equivalent placement test result.	15 hours. This course offers a complete review of UN Level I grammar.
UN II Intermediate	7239-3	Intermediate Reading in Russian: Chekhov	Group live sessions: Online	Thursdays 8:30am - 10:00am (fully online)	1 Feb – 7 Mar 6 weeks	25-Jan	Russian 10 - UN I, or 300 hours of formal Russian instruction, or equivalent placement test result.	9 hours. This course develops reading and speaking skills at the intermediate level.
UN III Advanced	7464-1	NEW UN Sustainable Development Goals in Russian: Peace and Justice	Group live sessions: Online	Thursdays 12:00pm - 1:00pm (fully online)	1 Feb – 7 Mar 6 weeks	25-Jan	For advanced speakers of Russian.	6 hours. This course focuses on building the vocabulary and developing the speaking, listening, reading, and writing skills required to discuss the UN Sustainable Development Goals.



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	2670-15	Hablemos de desarrollo sostenible	Group live sessions: Online. Group interactive activities. Individual learning activities.	Wednesdays 12:00pm - 1:30pm (fully online)	17 Jan - 20 Mar 10 weeks	10-Jan	Spanish 2 UN II, or 210 hours of formal Spanish instruction, or matching placement test result.	15 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

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.



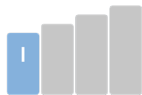
ARABIC



NEW
LMS-7375
First Contact with Arabic
Available 18 December 2023
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.

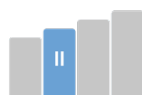
CHINESE



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

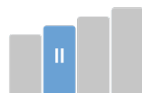
Discover the very basics of the Chinese language.
Module 1: Learn about pronunciation.
Module 2: Discover the writing system.
Module 3: Learn how to form words.
Module 4: Get familiar with Chinese grammar.

ENGLISH



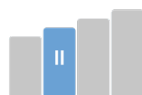
LMS-7081
Intermediate Grammar I
Ongoing registration
7.5-hour self-study course

Intermediate grammatical competence in modals, passive voice, phrasal verbs, prepositions and relative clauses.
Prerequisite: recommended for learners with 150-250 hours of study experience.



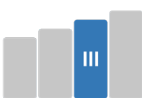
LMS-7082
Intermediate Grammar II
Ongoing registration
7.5-hour self-study course

Intermediate grammatical competence in adjectives, nouns, verbs, clauses and questions.
Prerequisite: recommended for learners with 150-250 hours of study experience.



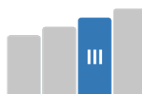
NEW
LMS-7471
Linguistic Diversity in the English Language
Available 15 January 2024
9-hour self-study course

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.
Prerequisite: recommended for learners with 150-250 hours of study experience.



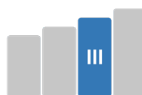
LMS-7083
Advanced Grammar I
Ongoing registration
7.5-hour self-study course

Advanced grammatical competence in conditionals, passive voice, past perfect, reported speech and punctuation.
Prerequisite: recommended for learners with 250+ hours of study experience.



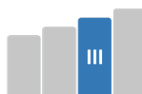
LMS-7084
Advanced Grammar II
Ongoing registration
7.5-hour self-study course

Advanced grammatical competence in conditionals, passive voice, past perfect, reported speech and punctuation.
Prerequisite: recommended for learners with 250+ hours of study experience.



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

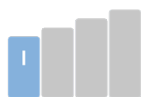
The foundations for writing effectively at the United Nations over the course of four lessons focused on purpose and audience, organization, style and tone.
Prerequisite: recommended for learners with 250+ hours of study experience.



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

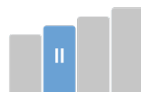
The history and work of the United Nations by completing lessons focused on reading, listening and vocabulary.
Prerequisite: recommended for learners with 250+ hours of study experience.

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.



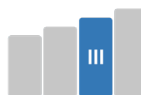
LMS-7371
S'informer sur la diversité de la langue française
Ongoing registration
9-hour self-study course

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.
Prerequisite: recommended for learners with 150-250 hours of study experience.



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.
Prerequisite: recommended for learners with 250+ hours of study experience.



NEW
LMS-7451
S'informer sur la rédaction de courriels à l'ONU
Available 15 January 2024
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.
Prerequisite: recommended for learners with 250+ hours of study experience.



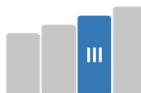
NEW
LMS-7452
S'informer sur la rédaction d'une lettre de candidature à un poste à l'ONU
Available 15 January 2024
6-hour self-study course

Develop strategies and techniques and learn about tools and resources to write a cover letter more effectively in the UN professional context.
Prerequisite: recommended for learners with 250+ hours of study experience.



NEW
LMS-7450
La langue française et la discrimination :
grammaire en action
Available 15 January 2024
3-hour self-study course

Understand how to use 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."
Prerequisite: recommended for learners with 250+ hours of study experience.



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

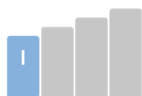
Develop strategies and techniques and learn about tools and resources to communicate in French using a gender-inclusive language.
Prerequisite: recommended for learners with 250+ hours of study experience.



LMS-7372
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.
Prerequisite: recommended for learners with 250+ hours of study experience.

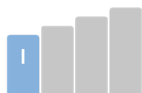
RUSSIAN



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

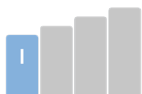
Discover the very basics of the Russian language.
Module 1: Learn about the alphabet and pronunciation.
Module 2: Gain insight into Russian grammar.
Module 3: Learn about greetings and polite exchanges in Russian.

SPANISH



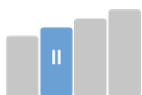
LMS-6215
First Contact with Spanish
Ongoing registration
2-hour self-study course

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.
Prerequisite: recommended for learners with approx. 150-200 hours of study experience.