

Learn WebEx

Are you new to WebEx as a presenter or participant? Or do you feel you need a "refresher"? If so, this is for you! Attend just one lesson, or as many lessons as you like or need.

Each week, the first 30 minutes is a lesson on a scheduled topic. Final 60 minutes is "open office hours" - for attendees to ask and practise anything they like.

Find out more here: <http://bit.ly/help4webex>

COURSE	DESCRIPTION	DAY-TIME	CEFR	INSPIRA	SECTION
WebEx Practice Sessions	Learn WebEx as a presenter or attendee, ask questions and practice.	23 April—13 June Two options per week Mondays 6-7:30am Wednesdays 9-10:30am	N/A	LMS-2434	

Learn English

These courses are for those developing their proficiency in English. Available via WebEX to Global United Nations staff AND to all eligible for New York language courses. **Times listed are for New York**, so please convert to your time zone.

COURSE	DESCRIPTION	DAY-TIME	CEFR	INSPIRA	SECT
English Guided Self Study	Follow a study plan prepared and monitored by a teacher.	3, 24 May & 28 June (3) Thursdays 6-7am	A2-B1	LMS-2740	
New Intermediate English Writing	Learn to write sentences, paragraphs and short e-mail for work-related purposes.	21 June—12 July (4) Thursdays 6-8am	B1	LMS-3053	
Advanced Grammar Part 1	Topics: passive voice, relative clauses,	25 April—30 May (6) Wednesdays, 7-9am	B2	LMS-2213	
Advanced Grammar Part 2	Topics: phrasal verbs, past perfect, reported speech, etc	1 June—6 July (6) Fridays, 7-9am	B2	LMS-2328	

Prepare for the English Language Proficiency Exam

Register for the exam by end of April: <https://hr.un.org/page/language-proficiency-examination-lpe>
Available via WebEX to Global United Nations staff AND to all eligible for New York language courses. **Times listed are for New York**, so convert to your time zone.

COURSE	DESCRIPTION	DAY-TIME	CEFR	INSPIRA	SECT
Study Strategies webinar	Learn about the structure of the test and tips for how to prepare.	Tues 8 May 9-11am	B2-C1	LMS-2277	
		Friday 25 May 7-9am			
		Wed 20 June 9-11am			
Reading / ELPE	Develop test-taking skills for reading.	1 & 15 June (2) Fridays 7-8am	B2-C1	LMS-2496	
Listening / ELPE	Develop test-taking skills for listening.	27 June & 11 July (2) Wednesdays 7-8am	B2-C1	LMS-2497	
Speaking / ELPE Interview	Get advice for exam interview and practice.	18 June & 2 July (2) Mondays, 7-8am	B2-C1	LMS-2498	

Develop your Communication Skills

Learn to write or speak more effectively for work. Available via WebEX to Global United Nations staff AND to all eligible for New York language courses. **Times listed are for New York**, so please convert to your time zone.

COURSE	DESCRIPTION	DAY-TIME	CEFR	INSPIRA	SECT
E-mail etiquette	Learn how to write work e-mail with an effective style & tone.	24 Apr & 1 May Tues 8-10am	B2-C1	LMS-2214	9
		7 & 14 June Thurs 6-8am			10
Effective Minutes Writing	Learn and practice strategies and writing tips for writing more effective meeting minutes.	6—27 June (6) Wed 7-9am	B2-C1	LMS-1967	
Writing Presentation Slides	Learn & practice developing more effective presentation slides, incorporating best practices for writing and design.	31 May & 7 June (2) Thurs 9-10:30am	B2-C2	LMS-2435	
Summary Writing Intensive	Learn and practise how to write more clear and accurate United Nations summaries.	26 April—17 May (4) Thurs 8-10am	B2-C1	LMS-1811	23
		22 May—12 June (4) Tues 6-8am			
Social Media and the UN	Full course Work on self-selected work-related course project to apply what you learn in the course.	10 May & 28 June Thursdays, 8-10am	B2-C2	LMS-1986	
	Webinars A series of 12 webinars, each led by an expert. Find more details here: http://bit.ly/S18webinars	Tuesday or Thursday, 9-10am 15 May - 21 June	B2-C2	LMS-2005	
Writing for iSeek	Learn and apply advice for writing an effective story or announcement for iSeek.	Wed 11 April 9-11am	B2-C1	LMS-2662	9
		Wed 2 May 9-11am			10
		Wed 6 June 9-11am			11
		Wed 11 July 9-11am			12
		Wed 1 Aug, 9-11am			13
		Wed 5 Sept, 9-11am			14
Foundations of Writing for UN	Learn principles of good writing in the United Nations context.	Self-paced online course (~4 hours)	B2-C2	LMS-2585	

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

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General Questions: learning@un.org

Learn about **Online courses** Spring / Summer 2018

Who can take an online course?

Global UN staff, and others in New York who are eligible: Check full list of who can take our language & communication skills courses: hr.un.org/unhq/languages/eligibility-table

How much is each course?

Free! It is not yet feasible to charge for these courses, so even those eligible as paying students can take these courses at no cost.

Please respect this amazing opportunity by completing any course you register for.

What do I need for each course?

Just 3 things:
(1) a device with an Internet connection
(2) a headset so you can listen and speak

What time do courses take place?

Our WebEx course lessons are scheduled between 5-11am, New York time, as that works well for most UN duty station time zones.

Self-paced courses can be taken at any time.

Do I need to take a Placement Test?

No. It is not yet feasible to offer this test to all.

However, please note the "CEFR level" and only register for courses that match your level.

Don't know your CEFR level?

Look at this description of levels: bit.ly/CEFRgrid and, if you are in New York, please register to take our English Placement test.

When and how can I register?

13 March—10 April, or until two Fridays before the first lesson of a course.

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"