SELF-STUDY COURSES
LANGUAGE AND COMMUNICATIONS TRAINING UNIT

The self-study courses (accessible on Language Programmes at UNHQ | HR Portal) provide participants with language training that they can study at their own pace. Unlike all other Language and Communications training, these courses are offered without guidance from an LCTU Language Specialist. In this document, you can find detailed information of these courses, including course descriptions and instructions on self-enrolment and getting access to the course materials.

### Course Offerings

#### ENGLISH

<table>
<thead>
<tr>
<th>Course</th>
<th>LMS Code for Registration</th>
<th>Description</th>
<th>Recommended UN Level</th>
<th>Learning Platform</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intermediate Grammar Self-Study</td>
<td>LMS-6754</td>
<td>7.5-hour course. Complete 5 units on grammar topics from UN Level II (Modal Auxiliary Verbs, Passive Voice, Phrasal Verbs, Prepositions, and Which vs. That). Each unit has a presentation, three exercises and a quiz. A final assessment includes all topics.</td>
<td>UN II</td>
<td>CDOTS Campus</td>
</tr>
<tr>
<td>Foundations of Writing for the United Nations</td>
<td>LMS-6755</td>
<td>4-hour course with 5 lessons. Learn the foundations for writing effectively at the United Nations. The course content is tailored to the UN context and provides guidelines, strategies, techniques and practical exercises for ensuring your texts are tailored to their purpose and audience, organized and connected, clear and concise, diplomatic, and edited according to UN standards.</td>
<td>UN III</td>
<td>CDOTS Campus</td>
</tr>
<tr>
<td>Exploring the United Nations: Self-Study</td>
<td>LMS-6756</td>
<td>12-hour course with 4 units. Expand your knowledge of the English language and communication skills while deepening understanding of the history and workings of the United Nations. Learn the origins and early days of the UN and explore the organization’s functions, Peacekeeping operations, and libraries, guided by rare resources from the UN photo achieves.</td>
<td>UN II</td>
<td>CDOTS Campus</td>
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### FRENCH

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<tr>
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<tr>
<td>First contact with French</td>
<td>LMS-3058</td>
<td>4-hour course. You will be introduced to some French words and sounds. Learn how to greet, say hello and goodbye, in formal and informal situations. You will be able to give information about yourself (email address, phone number, and spelling your first name and last name for others).</td>
<td>UN I</td>
<td>CDOTS Campus</td>
</tr>
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### RUSSIAN

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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Using Gender-inclusive Language in Russian</td>
<td>LMS-6397</td>
<td>4-hour course. Learn and apply the UN Guidelines for using gender-inclusive language in Russian. At the end of the course, you will be able to recognize and edit texts on UN topics in accordance with the principles outlined in the Guidelines. You will also gain access to resources on the topic and learn a variety of perspectives on the topic from UN colleagues via participation in the forums.</td>
<td>UN III UN IV</td>
<td>CDOTS Campus</td>
</tr>
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### SPANISH

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<thead>
<tr>
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<tbody>
<tr>
<td>First contact with Spanish</td>
<td>LMS-6215</td>
<td>2-hour course. Identify oral and written Spanish texts, recognize and pronounce Spanish words and build sentences in formal and informal situations at beginners’ level in basic topics. At the end of the course, you will be able to greet, introduce yourself, spell your first and last name, thank someone, and read and pronounce in Spanish.</td>
<td>UN I</td>
<td>CDOTS Campus</td>
</tr>
<tr>
<td>Cómo usar el gerundio en español</td>
<td>LMS-3034</td>
<td>2-hour course. Learn how to use the gerund (-ing) form in Spanish: 3 clear rules and get to know some frequent misuses. You will be able to use the gerund form more confidence in your text at the end of the course.</td>
<td>UN III</td>
<td>Schoology</td>
</tr>
<tr>
<td>Cómo poner acentos en español</td>
<td>LMS-3035</td>
<td>3-hour course. Understand the theoretical rules of accentuation and practice them through different guided exercises.</td>
<td>UN III</td>
<td>Schoology</td>
</tr>
<tr>
<td>Terminología económica</td>
<td>LMS-3036</td>
<td>1-hour course. Learn vocabulary and terms in the field of Economics in Spanish and use them with greater precision and richness.</td>
<td>UN III</td>
<td>Schoology</td>
</tr>
</tbody>
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1. Register

1. Check your eligibility.

2. Visit the registration page, and follow the instructions for UN Secretariat Staff Members or all other eligible learners (new external learners or returning external learners).

   Choose the registration guide you need in the registration page:
   - Registration instructions for UN Secretariat staff
   - Registration instructions for new external learners
   - Registration instructions for returning external learners

   **Note:**
   To register for courses:
   - If you are a UN Secretariat Staff Member, log into http://inspira.un.org
   - All other eligible students log into http://elearning.un.org

3. Go to Step 2 and complete your self-enrollment in the learning platform.

2. Self-enroll and access course materials

The self-study courses are designed to be flexible and easy to navigate. You will have control over when to get started. Therefore, it is important that you know how to enroll yourself in the learning platform and get access to the course materials on your own.

After successfully registering for a self-study course, your last step is to get self-enrolled in the designated learning platform hosting your course materials:

1. Login again to Inspira (UN Secretariat Staff Members) or elearning (external learners)

2. Go to “My learning”, click on the course title, and view the “Notes and Attachments” section.
3. Click on the “Notes and Attachments” section, read the notes, and go to any links or websites suggested to find detailed instructions on how to enroll yourself in the learning platform. Do not forget to click on Details. You are all set!
4. Alternatively, go to “My learning” and click on the “launch” icon to find detailed instructions on how to enroll yourself in the learning platform. You are all set!

**TIPS**

- If you already have an account for the learning platform, use your existing username and password.
- If you need to create a new account, remember your login information for future reference.
3. Enjoy your self-study courses

Here are some examples of interactive activities and functionalities you will find in your self-study courses.

FOUNDATIONS OF WRITING FOR THE UNITED NATIONS

Exploring and improving writing skills by text comparison with interactive step-by-step guided videos.

EXPLORING THE UNITED NATIONS: SELF-STUDY

Having the privilege of flipping through photos and watching videos from the archives of the United Nations.

Getting to know more about symbols and signatures of the United Nations.
FIRST CONTACT WITH FRENCH

Learning vocabulary with flash cards for improving memory and audio input for practicing pronunciation.

Practice listening skills in various forms of exercises aiming at preparing students for responding to real-life situations with appropriate words and phrases in French.

USING GENDER-INCLUSIVE LANGUAGE IN RUSSIAN

Reading resources followed by comprehension exercises with instant feedback.
FIRST CONTACT WITH SPANISH

Enjoy learning activities for listening and pronouncing by interactive dragging and dropping.

Writing exercises prompted by real-life situations.

CÓMO USAR EL GERUNDIO EN ESPAÑOL
CÓMO PONER ACENTOS EN ESPAÑOL
TERMINOLOGÍA ECONÓMICA

Test your knowledge about grammar and specific vocabulary. All quizzes include feedback; grammar topics are introduced in an understandable way.

¿Es correcto el uso de la palabra "billion" en esta frase?

La negativa significa, por ejemplo, 1,000,000,000 de dólares en gastos militares.

○ a Sí
○ b No

No es correcto porque se trata de un calco del inglés americano. En español "billion" significa un millón de millones y la cifra de esta frase se leería como "mil millones".
The self-study courses in this document are for improving language skills on your own. They do not include the LPE Preparation courses.

For information about the LPE Preparation courses, please see the paragraph under the title “New LPE Preparation Courses!” on Language Programmes at UNHQ | HR Portal.