

# 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

Course	LMS Code for Registration	Description	Recommended UN Level	Learning Platform
Intermediate Grammar Self-Study	LMS-6754	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.	UN II	CDOTS Campus
Foundations of Writing for the United Nations	LMS-6755	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.	UN III	CDOTS Campus
Exploring the United Nations: Self-Study	LMS-6756	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 archives.	UN II	CDOTS Campus



## FRENCH

Course	LMS Code for Registration	Description	Recommended UN Level	Learning Platform
First contact with French	LMS-3058	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).	UN I	CDOTS Campus

## RUSSIAN

Course title	LMS Code for Registration	Description	Recommended UN Level	Learning Platform
Using Gender-inclusive Language in Russian	LMS-6397	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.	UN III UN IV	CDOTS Campus

## SPANISH

Course title	LMS Code for Registration	Description	Recommended UN Level	Learning Platform
First contact with Spanish	LMS-6215	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.	UN I	CDOTS Campus
Cómo usar el gerundio en español	LMS-3034	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.	UN III	Schoology
Cómo poner acentos en español	LMS-3035	3-hour course. Understand the theoretical rules of accentuation and practice them through different guided exercises.	UN III	Schoology
Terminología económica	LMS-3036	1-hour course. Learn vocabulary and terms in the field of Economics in Spanish and use them with greater precision and richness.	UN III	Schoology



## 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.

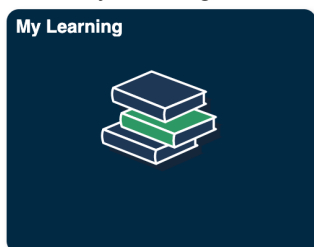


## 2. Self-enroll and access course materials

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.



### My Learning



#### Title

[Introduccion a la terminologia economica](#)





## Introduccion a la terminologia economica

★★★★★ (0)

### Class Details ⓘ

Class Code	LMS-3036-10	Class Name	Introduccion a la terminologia economica
Type	Virtual Classroom Instruction	Contact	
Price Per Seat		Drop Charge	--
Enrollment Status	Enrolled	Confirmation Number	2271284
Start Date	27/09/2021	End Date	03/12/2021
Last Enrollment Date	03/12/2021	Last Drop Date	03/12/2021

Progress	Schedule	Grades and Attendance	Notes and Attachments	Payment Details	Approvals
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### Class Progress

Progress	Enrolled	Grade	Not Graded
Passing Status	Pending	Comments	

- 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!

Progress	Schedule	Grades and Attendance	Notes and Attachments	Payment Details	Approvals
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### Attachments

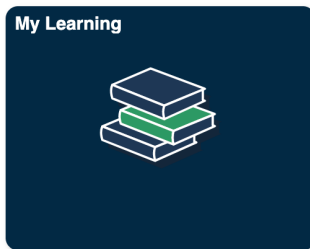
Description	Last Modified File
Instrucciones_para_inscribirse_Introducc_terminolo	09/06/2021 1:18PM Instrucciones_para_inscribirse_Introducc_terminologia_económ.pdf

### Notes

Notes	URL	Last Modified	Details
Please click on "Notes and Attachments" to see the instructions on how to take the course. DISCLAIMER: Due to the resources constraints that the Language and Communications Unit faces at this moment, we are unable to issue a certificate of completion...	<a href="https://drive.google.com/drive/folders/16WtvP6W9MJXi1bGTONT04yeN-5PO0nkm">https://drive.google.com/drive/folders/16WtvP6W9MJXi1bGTONT04yeN-5PO0nkm</a>	09/06/2021 1:18PM	



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!



### My Learning

								1-9 of 9	
Title	Type	Status	Date	Launch	Action	My Ratings	View Enrollment Form		
<a href="#">Introduccion a la terminologia economica</a>	Virtual Classroom Instruction	Enrolled	26/08/2021		<button>Drop</button>	★★★★★	<a href="#">View Enrollment Form</a>		
<a href="#">Como poner acentos en espanol</a>	Virtual Classroom Instruction	Enrolled	26/08/2021		<button>Drop</button>	★★★★★	<a href="#">View Enrollment Form</a>		
<a href="#">Como usar el gerundio en espanol</a>	Virtual Classroom Instruction	Enrolled	26/08/2021		<button>Drop</button>	★★★★★	<a href="#">View Enrollment Form</a>		



### 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.

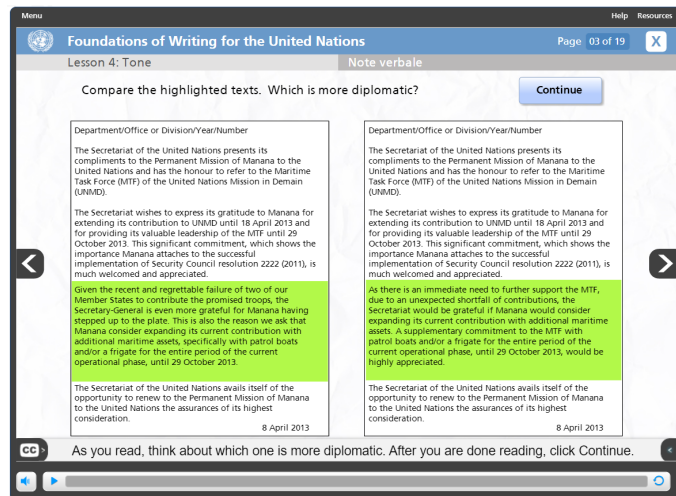


### 3. Enjoy your self-study courses

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

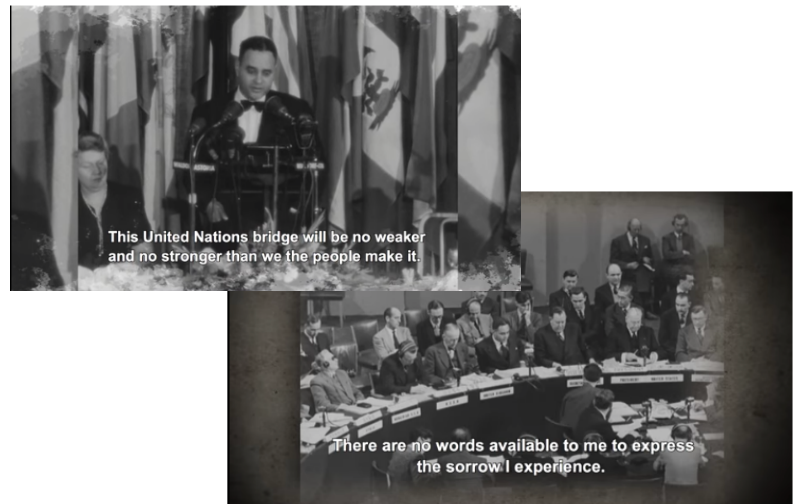
#### FOUNDATIONS OF WRITING FOR THE UNITED NATIONS

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

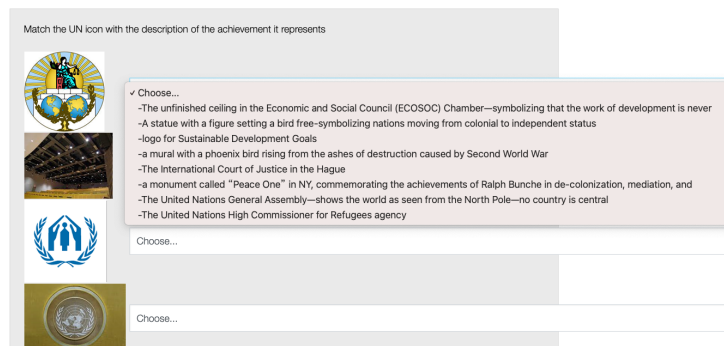


#### EXPLORING THE UNITED NATIONS: SELF-STUDY

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



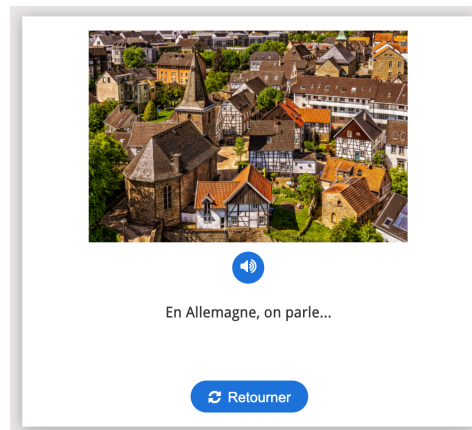
Getting to know more about symbols and signatures of the United Nations. ►





## 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. ►

*Listen to the dialogue and complete the sentences.*

Monsieur Hatam : - [ ] Madame De Lalonde, [ ] ?

Madame De Lalonde : - [ ] . Et [ ] , [ ] allez-vous ?

Monsieur Hatam : - Bien, bien, [ ]

*Listen and choose the right answer.*

## USING GENDER-INCLUSIVE LANGUAGE IN RUSSIAN

Reading resources followed by comprehension exercises with instant feedback. ►

### Дополнительные материалы

Ознакомьтесь с дополнительными материалами по теме в удобное для вас время:

1. [Общесистемная стратегия обеспечения равного соотношения мужчин и женщин \(ООН\)](#)
2. [Руководство по учёту гендерной специфики в устной и письменной речи \(ООН\)](#)
3. [Гендерное равенство \(ООН\)](#)
4. [United for Gender Parity \(ООН\)](#)

Избегайте выражений, предполагающих гендерную предвзятость или закрепляющих гендерные стереотипы.

☒ True ☐ False

You got 1 of 1 points





Share thoughts and ideas with classmates and instructors in the online forum discussion. Learn insights and sharpen language skills. ►

Discussion	Started by	Last post ↓	Replies	Subscribe
☆ <a href="#">Фрагмент 4.</a>	Anna Dvigubski 1 Jul 2021	Student 1 2 Aug 2021	6	<input type="checkbox"/>
☆ <a href="#">Фрагмент 3.</a>	Anna Dvigubski 1 Jul 2021	Student 2 2 Aug 2021	8	<input type="checkbox"/>
☆ <a href="#">Фрагмент 2.</a>	Anna Dvigubski 1 Jul 2021	Student 3 2 Aug 2021	7	<input type="checkbox"/>
☆ <a href="#">Фрагмент 1.</a>	Anna Dvigubski 1 Jul 2021	Student 4 2 Aug 2021	5	<input type="checkbox"/>

## FIRST CONTACT WITH SPANISH

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

A grid of nine images with Spanish labels and audio icons:

- playa (beach)
- jirafa (giraffe)
- Venezuela (map of Venezuela)
- gente (crowd of people)
- frontera (border crossing)
- chocolate (chocolate bar)
- mesa (table)
- diciembre (calendar for December)

Writing exercises prompted by real-life situations. ►

Listen to the name of some of the Sustainable Development Goals in Spanish and fill in the missing words.

ODS 3. Salud y

ODS 5.  de género

ODS 6.  limpia y

ODS 10.  de las desigualdades

ODS 11.  y comunidades sostenibles

## 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 "billón" 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 "billón" 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](#).