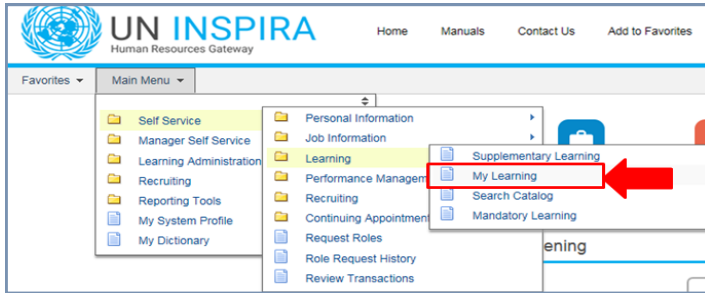


How to register— UN Staff members

IMPORTANT: The following instructions are for UN Staff Members only. If you are not a UN staff member, please see the registration instructions in our site hr.un.org/language-programmes-unhq.

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 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 Options for Russian - Level 1				
Activity Code	Location	Type	Start Date	
LMS-1132-18	United States, New York	Live Classroom Instruction	18/04/2016	View Details <input type="button" value="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).

Spanish

Language & Communication Skills



United Nations

The United Nations Language & Communications Programme

For Multilingualism and Career Development

Mr. Fernando López Murcia

Spanish Programme Coordinator

Who can take a language course?

UN staff, delegates of Permanent Missions and Observer States, staff members of UNDP, UNICEF, UNFPA and UNOPS in New York and retired staff members. For free or for a fee. Eligibility: <https://hr.un.org/page/eligibility>

Do I need to take a placement test?

No, if you are a beginner (A1). Just register.

Yes, if you're a new student OR if you did not take courses with us for the past two terms. **LMS-2630-2 Spanish Placement Test**

When do courses begin?

1-2 October 2018: All 11 week courses, Some 6 week courses, Some online courses,

End Oct: Some online courses, Some 6 week courses.

When and how can I register?

Online placement tests: Anytime

Regular face-to-face Courses: From 26 June - 18 September

Online Courses: From 26 June. Most online courses allow registration until one week before the course end

Specialized Courses: From 26 June until two weeks prior to course start

How can I get registration help?

Visit one of our Registration Help Clinics:
Every Tuesdays (11.30-1.15pm) and Wednesdays (1.30-3.00pm)
From 26 June to 18 September
Where? Learning Center. Computer Room B

What time do classes take place?

Classes are usually offered before work, at lunch time, or after work.

More questions?

hr.un.org/language-programmes-unhq

Regular Courses (from 1/2 October to 10/11 December 2018)

Face-to-face courses from beginner (Level 1) to advanced levels (Level 9). 11 weeks, 2 weekly sessions.

COURSE	SCHEDULE OPTIONS		CEFR	INSPIRA CODE	Room
REGULAR 1	Mon/Wed	5:30-7:00pm	A1	LMS-2621-14	17
		8:15-9:45am		LMS-2621-15	20
	Tue/Thu	12:00-1:30pm		LMS-2621-16	17
		1:30-3:00pm		LMS-2621-17	17
REGULAR 2	Mon/Wed	8:15-9:45am	A1-A2	LMS-2622-13	7
		12:00-1:30pm		LMS-2622-14	7
		1:30-3:00pm		LMS-2622-15	7
	Tue/Thu	5:30-7:00pm		LMS-2622-16	17
REGULAR 3	Mon/Wed	5:30-7:00pm	A2	LMS-2623-10	7
		12:00-1:30pm		LMS-2623-11	20
	Tue/Thu	1:30-3:00pm		LMS-2623-12	20
REGULAR 4	Mon/Wed	12:00-1:30pm	A2	LMS-2624-7	17
		1:30-3:00pm		LMS-2624-8	17
	Tue/Thu	8:15-9:45am		LMS-2624-9	17
REGULAR 5	Tue/Thu	1:30-3:00pm	B1	LMS-2625-6	7
REGULAR 6	Mon/Wed	1:30-3:00pm		LMS-2626-4	20
REGULAR 7	Tue/Thu	12:00-1:30pm		LMS-2627-4	4
REGULAR 8	Mon/Wed	12:00-1:30pm	B1-B2	LMS-2628-4	20
REGULAR 9	Tue/Thu	12:00-1:30pm		LMS-2629-4	7

Self paced Online Courses (starting October 2018)

Available to UN Secretariat staff members at all duty stations. Self-paced learning activities with a tutor.

COURSE	DESCRIPTION	DAY-TIME	CEFR	CODE
Vocabulario y Gramática A1: Gustos y tiempo libre	4-hour. Express likes, interests, make suggestions.	6 weeks Group and individual support. 29 October to 7 December	A1	LMS-1860-17
Vocabulario y Gramática A1: Rutina en presente	4-hour. Talk about your daily routine in the present.		A1	LMS-1859-19
Vocabulario y Gramática A2: Ser y estar	4-hour. Use the verbs <i>ser</i> and <i>estar</i> correctly.		A2	LMS-1964-16
Vocabulario y Gramática A2: Pasados en historia y biografías	8-hour. Use verb tenses (<i>indefinido / imperfecto</i>) in history or biographies.		A2	LMS-2123-15
Vocabulario y Gramática B1: Aconsejar en presente de subjuntivo	4-hour. Use the subjunctive to give advice.		B1	LMS-2124-13

Specialized Face-to-face Courses (starting on Oct 2018)

Face-to-face courses aimed at developing specific, cultural or professional needs. 1 weekly session.

COURSE	DESCRIPTION	DAY-TIME	CEFR	CODE	ROOM
Gramática no dramática. Revisión gramatical nivel inicial	Review main grammatical contents of regular 1-4 courses	6 sessions 26 Oct.– 7 Dec. Fri 1:30-3:00pm	A2	LMS-2666-6	7
Clase de conversación: Revisión oral Intermedio	Review contents of regular courses (R5-R7), develop interaction skills and fluency	6 sessions 26 Oct.– 7 Dec. Fri 12:00-1:30pm	B1	LMS-2698-5	17
New! Actualidad y Noticias: Tertulia Intermedio	Develop your fluency and expand your vocabulary by discussing breaking news as they happen	10 sessions 5 Oct-7 Dec Fri 1:30-3:00pm	B1	LMS-3187-1	17
Actualidad y Noticias: Tertulia Avanzado	Increase your fluency and enrich your vocabulary by discussing breaking news as they happen	10 sessions 5 Oct-7 Dec Fri 12:00-1:30pm	B2-C1	LMS-2701-4	7
Cine e Historia en español	Learn about History and culture through Spanish films	10 sessions 4 Oct-6 Dec. Thurs. 1:30-3:00 pm	B1-B2	LMS-3188-1	4
Temas contemporáneos	Improve your oral skills by discussing contemporary topics	6 sessions 26 Oct – 7 Dec Fri 12:00-1:30pm	B2-C1	LMS-2700-4	20
Club literario	Read and discuss selected literary texts by famous Hispanic writers	11 sessions 2 Oct-11 Dec. Tues. 5:30 - 7:00pm	B2-C1	LMS-2694-4	20

Specialized Online Courses (starting through October 2018)

Available to UN Secretariat staff members at all duty stations. Self-paced learning activities with a tutor.

COURSE	DESCRIPTION	DAY-TIME	CEFR	CODE
Hablemos de igualdad de género	8-hour. Reinforce your communicative competence about gender equality	15 Oct– 7 Dec	B1-B2	LMS-2266-9
New! Recetas gramaticales	Grammar for intermediate and advanced Spanish Speakers aimed to solve difficulties and concerns. Via Webex	6 sessions 1 Oct – 7 Dec	B1-C1	LMS-3186-1
Novelas en español: El beso de la mujer araña	Read a novel in Spanish with the aim to understand literary texts	1 Oct– 7 Dec	B2-C1	LMS-2672-4
Redacción Eficaz: Creación de textos	18-hour. Get familiar with useful strategies and resources to improve your written texts. Via Webex	5 sessions 22 Oct– 7 Dec	C1-C2	LMS-2478-3

Online Micro Learning Activities (starting through October to June 2018)

Available to UN Secretariat staff members at all duty stations. Self-paced learning activities with a tutor.

Cómo usar el gerundio en español	2-hour. Learn how to use the -ing form in Spanish	1 Oct-27 Oct	B2	LMS-3034-2
Cómo poner acentos en español	3-hour. Learn the use of Spanish accents	29 Oct– 30 Nov	B1-B2	LMS-3035-2