

## 👥 Regular Face-to-face Courses (from 23/24 April to 11/12 July)

Face-to-face courses from beginner (Level 1) to advanced levels (Level 9). 12 weeks, 2 weekly sessions.

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

## 📖 Self paced Online Courses (starting on 29 May 2018)

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

COURSE	DESCRIPTION	DAY-TIME	CEFR	CODE	SECTION
Vocabulario y Gramática A1: Gustos y tiempo libre	4-hour. Express likes, interests, make suggestions.	4 weeks Group and individual support. Sessions 29 May – 6 July	A1	LMS-1860	16
Vocabulario y Gramática A1: Rutina en presente	4-hour. Talk about your daily routine in the present.		A1	LMS-1859	17
Vocabulario y Gramática A2: Ser y estar	4-hour. Use the verbs <i>ser</i> and <i>estar</i> correctly.		A2	LMS-1964	15
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	14
Vocabulario y Gramática B1: Aconsejar en presente de subjuntivo	4-hour. Use the subjunctive to give advice.		B1	LMS-2124	12

## 👥 Specialized Face-to-face Courses (starting on 23-27 April and on 04 May/ 01

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

COURSE	DESCRIPTION	DAY-TIME	CEFR	CODE	SEC.
Revisión gramatical: Inicial	Review main grammatical contents of regular 1-4 courses.	6 sessions 27 April – 1 June 08 June – 13 July Fri 12:00-1:30pm	A2	LMS-2666	4 5
Revisión Oral: Intermedio	Review contents of regular courses (R5-R7). develop interaction skills and fluency.	6 sessions 04 May – 08 July Fri 1:30-3:00pm	B1	LMS-2698	4
Actualidad y Noticias: Tertulia Avanzado	Increase your fluency and enrich your vocabulary by discussing breaking news as they happen.	11 sessions 27 April – 13 July Fri 12:00-1:30pm	B2-C1	LMS-2701	4
Temas contemporáneos	Improve your oral skills and discuss contemporary topics covered in the media.	6 sessions 04 May – 08 July Fri 1:30-3:00pm	B2-C1	LMS-2700	3
Club literario	Read and discuss selected literary texts by famous Hispanic writers.	12 sessions 23 April – 9 July Mon 5:30 – 7:00pm	B2-C1	LMS-2694	3
<b>Preparación al LPE: Comprensión oral y escrita, gramática y vocab., expresión oral</b>	Learn LPE exam techniques and strategies to better tackle the exam.	12 sessions 24 April – 10 July Mon 5:30 – 7:00pm	B2-C1	LMS-3047	6
<b>Preparación al LPE: Expresión escrita</b>	Learn LPE exam techniques and strategies to better tackle the essay section.	6 sessions 01 June – 13 July Fri 1:30-3:00pm	B2-C1	LMS-3048	6

## 📖 Specialized Online Courses (starting between April to Sept. 2018)

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

COURSE	DESCRIPTION	DAY-TIME	CEFR	CODE	SEC
Hablemos de igualdad de género	8-hour. Reinforce your communicative competence about gender equality.	14 May–29 Jun	B1-B2	LMS-2266	8
Novelas en español: El beso de la mujer araña	24-hour. Read a novel in Spanish to improve your understanding of literary	23 Apr– 13 July	B2-C1	LMS-2672	3
<b>LPE Online (con tutor): Comprensión oral y vocabulario</b>	8-hour. Recreation of exercises that candidates will find when taking the LPE exam. <b>Self-paced learning activities with a tutor.</b>	23 Apr– 1 Jun	C1-C2	LMS-1963	5
<b>LPE online (con tutor): Comprensión escrita y gramática</b>	8-hour. Recreation of exercises that candidates will find in the LPE exam. <b>Self paced learning only .</b>	4 Jun– 13 Jul	C1-C2	LMS-1962	5
<b>LPE Online (autoaprendizaje): Comprensión escrita y gramática</b>	8-hour. Recreation of exercises that candidates will find in the LPE exam. <b>Self paced learning only .</b>	16 Jul-14 Sep	C1-C2	LMS-2283	3
<b>LPE Online (autoaprendizaje): Comprensión oral y vocabulario</b>	8-hour. Recreation of exercises that candidates will find in the LPE exam. <b>Self paced learning only .</b>	16 Jul-14 Sep	C1-C2	LMS-2284	3

## 📖 Online Micro Learning Activities (starting between April to June 2018)

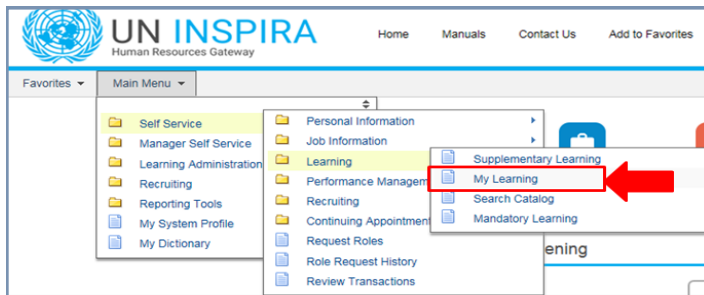
Available to **UN Secretariat staff members at all duty stations**. Self-paced learning activities with a tutor.

COURSE	DESCRIPTION	DAY-TIME	CEFR	CODE	SEC
Cómo usar el gerundio en español	2-hour. Learn how to use the -ing form in Spanish	23 Apr-18 May	B2	LMS-3034	1
Cómo poner acentos en español	3-hour. Learn the use of Spanish accents.	21 May– 15 Jun	B1-B2	LMS-3035	1
Introducción a la terminología económica	1-hour. Learn to use the correct and most appropriate term when talking Economics.	18 Jun–13 Jul	B2-C1	LMS-3036	1

## 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](http://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**.

Select Search Category: All

Search the Catalog: 1132

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	<a href="#">View Details</a> <b>Enroll</b>

5. Upload the PDF documents requested (copy of your UN pass, letter from supervisor, etc.).

Description	Document Type	File Name	Uploaded	View	Delete
				View	Delete

Add Attachment

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).

By checking this box I certify that:  
- I have read and understood the rules and policies of the Language and Communications Programme at Headquarters as listed in the last information circular available at <http://www.un.org/Depts/OHRM/sds/lcp/UNLCP/english/circular.html>  
- I confirm that statements made by me to the above questions are true, complete and correct to the best of my knowledge and belief.  
- I understand that any misrepresentation or material omission made on this form or other document requested by the Organization may result in the rejection of my registration.

Save **Submit Enrollment**

# Spanish

## Language & Communication Skills



United Nations

The United Nations Language & Communications Programme

For Multilingualism and Career Development

**Mr. Fernando López Murcia**

**Spanish Programme Coordinator**

[fernando.lopezmurcia@un.org](mailto:fernando.lopezmurcia@un.org)

### 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: <http://tiny.cc/eligibility>

### When and how can I register?

**Online placement tests:** Anytime

**Regular face-to-face Courses:**

From 13 March to 10 April

**Online Courses:** From 13 March. Most online courses allow registration until one week before the course end

**Specialized Courses:** From 13 March until two weeks prior to course start

### How can I get registration help?

Visit one of our Registration Help Clinics:

**Every Tuesdays and Wednesdays, from 1.30-3.30pm**

**From 14 March to 10 April**

### 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?

**23-24 April 2018:** All 12 week courses, Some 6 week courses, Some online courses,

**Mid May:** Some online courses, Some 6 week courses.

### 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](http://hr.un.org/language-programmes-unhq)