Regular Face-to-Face Courses

Regular face-to-face courses available in NYHQ. They are structured from beginner (level 1) to advanced (level 9). The Spring term starts the week of **22 April** and ends the week of **8 July.**

COURSE	SCHEDULE OPTIONS		INSPIRA
LEVEL 1	Mon/Wed	1:30– 3:00 pm	LMS-2651-20
	Tue/Thu	12:00-1:30 pm	LMS-2651-19
LEVEL 2	Mon/Wed	12:00-1:30 pm	LMS-2652-13
LEVEL 3	Mon/Wed	12:00-1:30 pm	LMS-2653-10
	Tue/Thu	1:30– 3:00 pm	LMS-2653-11
LEVEL 4	Mon/Wed	1:30– 3:00 pm	LMS-2654-6
LEVEL 5	Tue/Thu	12:00-1:30 pm	LMS-2655-6
LEVEL 6	Tue/Thu	12:00-1:30 pm	LMS-2656-6
LEVEL 7	Tue/Thu	1:30-3:00 pm	LMS-2657-6
LEVEL 9	Tue/Thu	1:30-3:00 pm	LMS-2659-5

Online Courses

Online courses available to UN Secretariat staff members located at all duty stations. The Spring term starts the week of **22 April** and ends the week of **8 July**

COURSE	DESCRIPTION	DAY-TIME	PREREQ	INSPIRA
New Arabic Spelling	An online course via Skype4B that helps participants improve their spelling abilities in Arabic. It introduces the basic spelling rules of Arabic and the most common spelling errors.	Tue 8:00-9:30 am	Knowledge of the Arabic Alphabet	LMS–4048– 1
New Arabic pronunciation	An online course via Skype4B that helps participants improve their reading fluency in Arabic. It focuses mainly on the basic pronunciation rules of Arabic as well as tone and intonation.	Wed 7:30-9:00 am	Knowledge of the Arabic Alphabet	LMS–4047– 1

Specialized Courses

Specialized face-to-face, blended, and self-paced online courses aimed at developing specific cultural and professional skills.

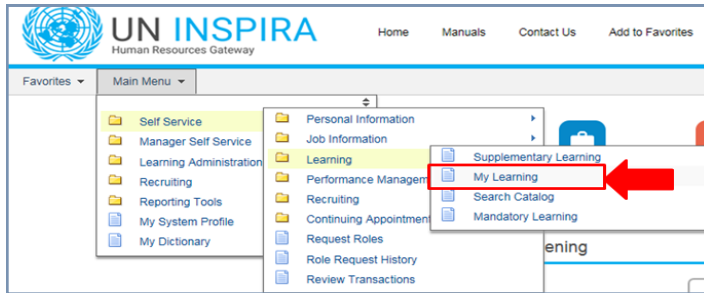| COURSE	DESCRIPTION	DAY-TIME	PREREQ	INSPIRA
New Diplomatic Arabic Calligraphy	A face-to-face specialized Arabic course that helps participants understand the basics of Arabic calligraphy. Participants will produce a range of Arabic calligraphy related to the principles and purposes of the United Nations.	Wed 6:00-7:30 pm 1 May-12 June (6 sessions)	N/A	LMS-4007-1
New Sustainable Development Readings in Arabic	An advanced face-to-face specialized Arabic course that focuses on enhancing the participants' Arabic reading and writing skills while being engaged in content on sustainable development.	Thu 5:30-7:00 pm 25 April-11 July (12 sessions)	LEVEL 8 or placement test	LMS-4002-1
Arabic Conversation I	A face-to-face specialized course that trains students to communicate effectively in an Arabic speaking environment and increase their awareness of the Arab culture.	Tues 5:30-7:00 pm 23 April-9 July (12 sessions)	LEVEL 2 or placement test	LMS-2711– 5
New Gender inclusive language in Arabic	An online self-paced training in Arabic with an optional weekly live online session with a tutor via skype4B. The training focuses on using gender inclusive language in Arabic that is consistent with the UN gender equality development goal.	On Demand 27 May– 24 June (4 weeks)	Proficiency in Modern Standard Arabic	LMS–4012-1

Placement Tests

If you are unsure about your current proficiency level, or if you have not taken classes for more than two terms, then please register for a placement test through Inspira. The placement tests dates and times are listed on the other side of the brochure.

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: https://hr.un.org/language-programmes-unhq

1. Log into INSPIRA **https://inspira.un.org**

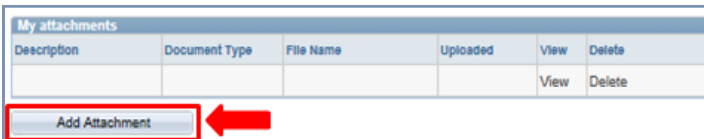**2.** Click **Main Menu** (below the UN logo) **Learning—Self-Service—My Learning.**

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.

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

6. Check the **box** and click **Submit Enrolment.** Your application will be reviewed before your enrolment is confirmed (you should receive a confirmation e-mail later on).

Arabic

Language & Communication Skills

United Nations

The United Nations Language & Communications Programme

For Multilingualism and Career Development

General Questions: learning@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. Check full list of who can take courses—for free or for a fee: **http://tiny.cc/eligibility**

When and how can I register?

Registration deadline is 9 April, 2019
Register via **http://inspira.un.org**

How can I get registration help?

Visit one of our Registration Help Clinics in **Computer Room B** from 1:00-3:00 p.m.

Tuesday: **26 March 2019**

Thursday: **28 March 2019**

Monday: **1 April 2019**

Wednesday: **3 April 2019**

Do I need to take a placement test?

No, if you are a beginner. Just register for any of the Level 1 courses.

Or, if you're a native speaker, or a high-level learner with a recent diploma or test score showing your proficiency, write a comment and/or 'add attachment' with related documentation when registering for each course.

Yes, if you are a new student OR if you took a break from courses for 2+ terms.

Arabic Placement Exams

ROOM	DATE	TIME	LMS CODE
	25/03/19	10:00-11:00 am	LMS-2660-27
Classroom 03	28/03/19	10:00-11:00 am	LMS-2660-28
	02/04/19	10:00-11:00 am	LMS-2660-29