



WINTER 2023

10 JANUARY-18 MARCH 2023

GLOBAL BROCHURE:

**ONLINE OFFERINGS FOR
GLOBAL PARTICIPANTS**

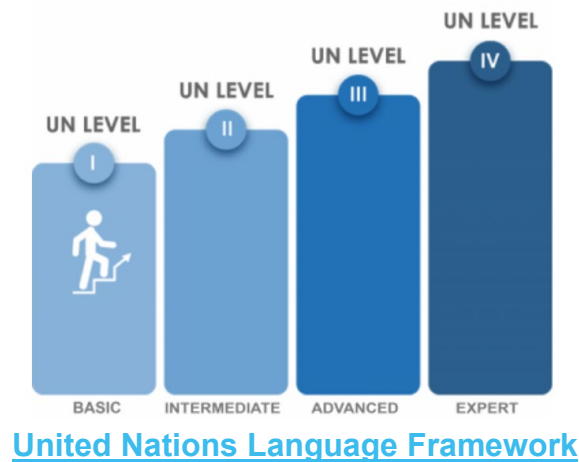
Courses run from

Language and Communications Training Unit (LCTU)
of the Capacity Development and Operational Training Service (CDOTS)

Our main goal is to offer a quality learning programme aligned to the [United Nations Language Framework](#) and specifically targeted to the needs of our learners. Courses will be held using our improved learning platform, CDOTS Campus.



[ARABIC](#)
[CHINESE](#)
[ENGLISH](#)
[FRENCH](#)
[RUSSIAN](#)
[SPANISH](#)



QUESTIONS ABOUT DATES, ELIGIBILITY, OR OTHER ITEMS?

Visit [our website](#)

Information for all learning managers for language learning licenses is available [here](#).



QUESTIONS ABOUT REGISTRATION?

See the [registration instructions](#) and, if needed, contact our team using our Registration Assistance Form.

LANGUAGE LEARNING MODALITIES

Group live sessions

Students participate in real time in online or in-person discussions guided by a teacher. The sessions are focused on vocabulary, grammar, language revision, etc. Students get immediate feedback and answers to their questions.

Group interactive activities

Group exercises hosted on our learning platform that are guided/moderated by a teacher and do not happen in real time. Some examples are forum discussions or collaborative text drafting.

Individual learning activities

These individual exercises largely hosted in our learning platform do not happen in real time. They mainly help retention or offer learning strategies. Most of them are self-correcting.

Self-study

Learners complete the course on their own time and schedule, completely independently. It is not teacher-led.

Please follow this link to learn about how to enroll in a self-study course: [How to Register for Self-Study Language Courses? \(vimeo.com\)](#)

ARABIC

Please visit <https://hr.un.org/page/placement-test> for PLACEMENT TEST INFORMATION

UN LEVEL	LMS CODE	COURSE TITLE	LEARNING MODALITIES (see Glossary in page 2)	DAY(S) AND TIME (NEW YORK TIME)	START AND END DATE	NUMBER OF WEEKS	LAST DATE TO ENROLL	PREREQUISITES	DESCRIPTION
UN I Basic	6290-17	Introduction to Arabic Language (Global)	Group Live Sessions: Online. Group Interactive Activities. Individual Learning Activities.	Tuesdays 8:30 am - 10:00 am (fully online)	17 January - 21 March	10	10-Jan	None	15 hours. The course gives a general overview of Modern Standard Arabic and introduces the Arabic alphabet along with some common expressions in Arabic.
UN I Basic	6289-5	Arabic Pronunciation and Conversation 3	Group Live Sessions: Online. Group Interactive Activities. Individual Learning Activities.	Wednesdays 12:00 pm - 1:30 pm (fully online)	18 January - 22 March	10	11-Jan	Arabic 4- UN I, or at least 135 hours of formal Arabic instruction is recommended.	15 hours. This specialized course helps participants improve their pronunciation and speaking fluency in Modern Standard Arabic. It focuses mainly on conversational skills as well as pronunciation rules of Arabic.
UN II Interm.	6428-2	The Essential UN in Arabic: Reading and Writing	Group Live Sessions: Online. Group Interactive Activities. Individual Learning Activities.	Wednesdays 5:30 pm - 7:00 pm (fully online)	18 January - 22 March	10	11-Jan	Arabic 1 - UN II, or at least 195 hours of Arabic formal instruction is recommended.	15 hours. This specialized course helps participants enhance their Arabic language knowledge through a variety of UN related written texts.
UN III Advanced	6425-4	Grammar Analysis of Arabic Texts 1	Group Live Sessions: Online. Group Interactive Activities. Individual Learning Activities.	Fridays 12:00 pm - 1:30 pm (fully online)	20 January - 24 March	10	13-Jan	Arabic 5 - UN II, or at least 315 hours of Arabic formal instruction is recommended.	15 hours. This specialized course mainly focuses on enhancing the participants' knowledge of Modern Standard Arabic grammar and syntax through examining various audio and written texts.

CHINESE

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UN I Basic	7234-1	So Different, So Fun: A Glimpse into Chinese Language and Culture	Group live session: online	Monday 20 Feb 9am - 10am	20-Feb	1	17-Feb	None	1 hour. This workshop opens a door to the richness and uniqueness of the Chinese language and culture; and how this shapes the world's perception in ways that might come as surprise to others.
UN I Basic	6265-12	Basic Chinese Reading and Writing	Group live sessions: Online. Group interactive activities. Individual learning activities.	Mondays 8:30am - 9:30am	16 Jan - 27 Mar	10	9-Jan	None	15 hours. This course builds and reinforces reading and writing skills. Participants learn to analyze Chinese characters and the formation of compound words, phrases, and simple sentences.
UN I Basic	6251-11	Basic Chinese Conversation	Group live sessions: Online. Group interactive activities. Individual learning activities.	Tuesdays 8:30am - 9:30am	17 Jan - 28 Mar	10	10-Jan	30 hours of formal Chinese instruction, or matching placement test result is recommended.	15 hours. This course builds and improves basic Chinese conversation skills. Participants practice through discussions about daily life and work, utilizing various types of learning materials and exercises.
UN I - UN II Basic - Interm.	6648-5	Chinese Listening Skills	Group live sessions: Online. Group interactive activities. Individual learning activities.	Mondays 8:30am - 9:30am on 16 Jan, 30 Jan, 13 Feb, 27 Feb, and 13 March	16 Jan - 27 Mar	10	9-Jan	30 hours of formal Chinese instruction, or matching placement test result is recommended.	15 hours. This course builds and enhances Chinese listening skills. Participants learn listening comprehension strategies through Chinese audios and videos, as well as exercises and tasks based on these learning materials.

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UN I - UN II Basic - Interm.	6252-12	Intermediate Chinese Conversation	Group live sessions: Online. Group interactive activities. Individual learning activities.	Fridays 8:30am - 9:30am	20 Jan - 24 Mar	10	13-Jan	150 hours of formal Chinese instruction, or matching placement test result is recommended.	15 hours. This course reinforces, improves and further builds Chinese conversation skills. Participants practice through discussing topics in more formal contexts, utilizing various types of learning materials and exercises.
UN I - UN II Basic - Interm.	6266-9	Intermediate Chinese Reading and Writing	Group live sessions: Online. Group interactive activities. Individual learning activities.	Wednesdays 8:30am - 9:30am	18 Jan - 29 Mar	10	11-Jan	150 hours of formal Chinese instruction, or matching placement test result is recommended.	20 hours. This course reinforces Chinese reading and writing skills. Participants recycle learned words and expressions in meaningful contexts while utilizing diverse types of reading materials and various types of writing tasks.
UN I - UN III Basic - Advanced	6770-5	Chinese Pronunciation Skills	Group live sessions: Online. Group interactive activities. Individual learning activities.	Fridays 9:00 am - 10:00 am	20 Jan - 24 Mar	10	13-Jan	None	20 hours. This course builds and enhances Chinese pronunciation. Participants learn strategies to improve their pronunciation at word and sentence levels, as well as intonation at and beyond sentence levels.
SELF-STUDY COURSES									
UN I Basic	7104	First contact with Chinese	Self-study	N/A	ongoing	N/A	28-Feb	None	4-hour self-study course. The course offers an overview of the key aspects of Mandarin Chinese, namely its pronunciation and romanization, orthography and lexicology, and grammar system. It prepares students for a more structured and systematic study of the language as a next step.

FRENCH

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UN III Advanced	7249-1	Le langage inclusif	Group live session: Online	Wednesdays 9:00 am - 11:00 am (fully online)	1st Mar	1	27-Feb	Recommended for learners with 250+ hours of study experience.	2-hour webinar. The webinar focuses on strategies to ensure your French language use is gender-inclusive.
UN III Advanced	7248-1	La rédaction stratégique à l'ONU	Group live session: Online	Wednesdays 9:00 am - 10:00 am (fully online)	8 Feb - 22 Feb	3	6-Feb	Recommended for learners with 250+ hours of study experience.	6-hour self-study course. Participants learn and apply strategies, techniques, tools, and resources to write various types of writing more effectively in the UN professional context.
UN III Advanced	3404-14	S'informer sur l'humanitaire	Group interactive activities. Individual learning activities.	N/A	30 Jan - 10 Feb	6	23-Jan	Recommended for learners with 250+ hours of study experience.	10 hours. Participants will be introduced to language related to various humanitarian topics such as conflicts, refugees and asylum seekers, food security etc. and asked to voice their opinions on the issues debated.
SELF-STUDY COURSES									
UN I Basic	3058-18	First Contact with French	Self-study	N/A	ongoing	N/A	28 Feb	None	4-hour self-study course. Participants identify oral and written French basic, recognize and pronounce French words, develop listening skills.
UN III Advanced	7042-4	La rédaction stratégique à l'ONU	Self-study	N/A	ongoing	N/A	28 Feb	Recommended for learners with 250+ hours of study experience.	6-hour self-study course. This self-study training is designed to equip staff members with strategies, techniques, tools, and resources to help them write various types of writing more effectively in the UN professional context. To get access to the course materials go to “My learning”, click either on the launch button or on the course title to view “Notes and Attachments”, after registering on Inspira (internal learners) or elearning (external learners).

ENGLISH

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UN I Basic	LMS-6263-7	Introduction to Writing in English Online	Group live sessions: Online. Individual Learning Activities.	Wednesdays 8:00 am - 9:30 am	1 February - 22 March	8	25-Jan	Recommended for learners with 50-100 hours of study experience.	12-hour course focusing on beginning strategies for writing, including sentence structure and punctuation.
UN I Basic	LMS-7088-2	Introduction to Listening in English Online	Group live sessions: Online. Individual Learning Activities.	Tuesdays - Thursdays 1:00 pm - 2:00 pm	14 February - 23 March	6	7-Feb	Recommended for learners with 50-100 hours of study experience.	12-hour course focusing on beginning strategies for listening.
UN I Basic	LMS-7087-2	Introduction to Pronunciation in English Online	Group live sessions: Online. Individual Learning Activities.	Tuesdays - Thursdays 2:30 pm - 3:30 pm	14 February - 23 March	6	7-Feb	Recommended for learners with 50-100 hours of study experience.	12-hour course focusing on pronunciation of vowels and consonants.
UN II Interm.	LMS-6269-10	Intermediate Conversation in English Online	Group live sessions: Online. Individual Learning Activities.	Tuesdays 1:30 pm - 3:00 pm	31 January - 21 March	8	24-Jan	Recommended for learners with 150-250 hours of study experience.	12-hour course focusing on developing vocabulary and speaking strategies to build conversational skills on a range of topics in the personal, professional and public domains.
UN II Interm.	LMS-6268-9	Intermediate Vocabulary in English Online	Group live sessions: Online. Individual Learning Activities.	Thursdays 8:00 am - 9:30 pm	2 February - 23 March	8	26-Jan	Recommended for learners with 150-250 hours of study experience.	12-hour course focusing on building high-frequency vocabulary in the business, academic, and conversational genres.
UN II Interm.	LMS-6752-5	Intermediate Pronunciation in English Online	Group live sessions: Online. Individual Learning Activities.	Tuesdays - Thursdays 4:00 pm - 5:00 pm	14 February - 23 March	6	7-Feb	Recommended for learners with 150-250 hours of study experience.	12-hour course focusing on linkings, endings and reductions.
UN II Interm.	LMS-6689-6	Intermediate Writing in English Online	Group live sessions: Online. Individual Learning Activities.	Tuesdays 8:00 am - 9:30 am	31 January - 21 March	8	24-Jan	Recommended for learners with 150-250 hours of study experience.	12-hour course focusing on organizational skills for writing effective paragraphs, short opinion essays and routine e-mails.
UN II Intermediate	LMS-7235-1	Intermediate Grammar I in English Online	Group live sessions: Online. Individual Learning Activities.	Wednesdays 8:00am - 9:30am	1 February - 22 March	8	25-Jan	Recommended for learners with 250+ hours of study experience.	12-hour course focusing on building competency in identifying and using a range of UN II intermediate grammar topics.
UN II Interm.	LMS-7049-2	Communication Strategies II Online	Group live sessions: Online. Individual Learning Activities.	Tuesdays 10:00 am - 11:30 am	31 January - 21 March	8	24-Jan	Recommended for learners with 150-250 hours of study experience.	12-hour course focusing on communicating confidently in meetings, navigating and understanding the nuances of formal language and using diplomatic language effectively and professionally.
UN II Interm.	LMS-2678-5	Advanced Summary Writing in English Online	Group live sessions: Online. Individual Learning Activities.	Tuesdays 1:00 pm - 3:00 pm	28 February - 21 March	4	21-Feb	Recommended for learners with 150-250 hours of study experience.	8-hour course focusing on reviewing and practicing techniques for composing summaries of longer texts.
UN III Advanced	LMS-6759-5	Advanced Vocabulary in English Online	Group live sessions: Online. Individual Learning Activities.	Mondays 10:30 am - 12:00 pm	30 January - 20 March	8	23-Jan	Recommended for learners with 250+ hours of study experience.	12-hour course focusing on using vocabulary to discuss your professional life, global society and the work of the UN.

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UN III Advanced	LMS-6760-6	Advanced Conversation in English Online	Group live sessions: Online. Individual Learning Activities.	Fridays 9:00 am - 10:30 am	27 January - 17 March	8	20-Jan	Recommended for learners with 250+ hours of study experience.	12-hour course focusing on advanced speaking strategies to discuss your professional life, global society and the work of the UN.
UN III Advanced	LMS-7236-1	Advanced Grammar I in English Online	Group live sessions: Online. Individual Learning Activities.	Thursdays 8:00am - 9:30am	2 February - 23 March	8	26-Jan	Recommended for learners with 250+ hours of study experience.	12-hour course focusing on building competency in identifying and using a range of UN III advanced grammar topics.
UN III Advanced	LMS-7047-3	Advanced Writing in English Online	Group live sessions: Online. Individual Learning Activities.	Tuesdays 8:00 am - 9:30 am	31 January - 21 March	8	24-Jan	Recommended for learners with 250+ hours of study experience.	12-hour course focusing on improving advanced writing skills by addressing topics such as: purpose, audience, style and tone.
UN II Interm.	LMS-6394-13	Gender-Inclusive Language Guidelines for English	Group live session: Online	Tuesday 1:00 pm - 3:00 pm	7-Feb	1	5-Feb	Recommended for learners with 150-250 hours of study experience.	2-hour webinar focusing on strategies to ensure your English language use is gender inclusive.
UN II Interm.	LMS-6168-17	Email Etiquette	Group live session: Online	Thursday 3:00 pm - 5:00 pm	16-Feb	1	14-Feb	Recommended for learners with 150-250 hours of study experience.	2-hour webinar focusing on reviewing best practices for emailing in the UN context.
UN III Advanced	LMS-2662-40	Writing for iSeek	Group live session: Online	Wednesday 9:00 am - 11:00 am	22-Feb	1	20-Feb	Recommended for learners with 250+ hours of study experience.	2-hour webinar focusing on writing and publishing an article or story on iSeek.
UN III Advanced	LMS-7240-1	Writing in Plain English	Group live session: Online	Tuesday 9:00 am - 11:00 am	7-Mar	1	5-Mar	Recommended for learners with 250+ hours of study experience.	2-hour webinar focusing on strategies and techniques for writing clearly and concisely in the UN context.
UN III Advanced	LMS-1845-32	Summary Writing	Group live session: Online	Thursday 12:00 pm - 2:00 pm	2-Mar	1	28-Feb	Recommended for learners with 250+ hours of study experience.	2-hour webinar focusing on reviewing and practicing techniques for composing summaries of longer texts.
SELF-STUDY COURSES									
UN II Interm.	LMS-7081-3	Intermediate Grammar I	Self-study	N/A	ongoing	N/A	28-Feb	Recommended for learners with 150-250 hours of study experience.	7.5-hour self-study course. The course aims to raise the learner's grammatical competence at the UN II - Intermediate Level of the United Nations Language Framework. It covers: modals, passive voice, phrasal verbs, prepositions and relative clauses.
UN II Interm.	LMS-7082-3	Intermediate Grammar II	Self-study	N/A	ongoing	N/A	28-Feb	Recommended for learners with 150-250 hours of study experience.	7.5-hour self-study course. The course aims to raise the learner's grammatical competence at the UN II - Intermediate Level of the United Nations Language Framework. It covers: adjectives, nouns, verbs, clauses and questions.

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UN III Advanced	LMS-7083-3	Advanced Grammar I	Self-study	N/A	ongoing	N/A	28-Feb	Recommended for learners with 250+ hours of study experience.	7.5 hour self-study course. The course aims to raise the learner's grammatical competence at the UN III - Advanced Level of the United Nations Language Framework. It covers: conditionals, passive voice, past perfect, reported speech and punctuation.
UN III Advanced	LMS-7084-3	Advanced Grammar II	Self-study	N/A	ongoing	N/A	28-Feb	Recommended for learners with 250+ hours of study experience.	7.5 hour self-study course. The course aims to raise the learner's grammatical competence at the UN III - Advanced Level of the United Nations Language Framework. This course covers: conditionals, passive voice, past perfect, reported speech and punctuation.
UN III Advanced	LMS-6755-7	Foundations of Writing for the United Nations	Self-study	N/A	ongoing	N/A	28-Feb	Recommended for learners with 250+ hours of study experience.	4-hour self-study course. Participants will learn the foundations for writing effectively at the United Nations over the course of four lessons focused on purpose and audience, organization, style and tone.
UN III Advanced	LMS-6756-5	Exploring the United Nations	Self-study	N/A	ongoing	N/A	28-Feb	Recommended for learners with 150-250 hours of study experience.	12-hour self-study course. Participants will learn about the history and work of the United Nations by completing lessons focused on reading, listening and vocabulary.

RUSSIAN

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UN III Advanced	7238-1	UN Sustainable Development Goals in Russian: Life Below Water	Group live sessions: Online	Tuesdays 12:00 pm - 1:00 pm (fully online)	17 Jan - 21 Feb	6	10-Jan	For Advanced speakers of Russian	6 hours. This course focuses on developing vocabulary, speaking, listening, reading and writing skills to enable students to discuss the UN Sustainable Development Goals in Russian.

SPANISH

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UN I Basic	7106-3	Hablar de gustos y tiempo libre UN I	Group live sessions: Online	Thursday 9 March 12pm -1.30pm	9-Mar	1	7-Mar	Spanish 1 UN I or approx. 30h classroom hours is recommended.	2 hours. The webinar focuses on how to express likes, interests, and how to make suggestions about free time activities.
UN II Interm.	2670-12	Hablemos de desarrollo sostenible. Avanzado	Group live sessions: Online. Individual learning activities.	Fridays 12pm - 1:30pm	20 Jan-24 Mar	10	13-Jan	Spanish 2 UN II (approx. 210 classroom hours)	15 hours. The course focuses on developing fluency and expanding vocabulary related to SDGs matters. Students will engage in discussions on trending topics, current affairs and international news as they are broadcasted or published in the media.
UN II Interm.	6245-11	Sensibilización al uso del español inclusivo en cuanto al género	Group live sessions: Online.	Thursday, 16 Feb 8.30am - 10.00am	16-Feb	1	14-Feb	Spanish 1 UN II (approx. 180 classroom hours).	2 hours. The 1,5 hour webinar and 30 min post-webinar reflection focus on applying the UN Guidelines for gender-inclusive language, such as "make gender visible" and/or "keep it gender-neutral".
UN III Advanced	4014-14	Formación de Formadores (ToT): Capacitación para el personal para organizar un taller sobre el español inclusivo en cuanto al género	Group live sessions: Online.	Thursday, 9 Mar 8.30am-10.00am	9-Mar	1	7-Mar	UN III - Advanced Level (approx. 300 classroom hours) and above	2 hours. The webinar focuses on how to organize, facilitate a workshop to raise awareness on what gender-inclusive language is and how to integrate related UN recommendations.
SELF-STUDY COURSES									
UN I Basic	6215-13	First Contact with Spanish	Self-study	N/A	ongoing	N/A	28-Feb	None	2-hour self-study course. Participants identify oral and written Spanish texts, recognize and pronounce Spanish words and build sentences in formal and informal situations.
UN I Basic	7102-3	Gramática y vocabulario: Gustos y tiempo libre	Self-study	N/A	ongoing	N/A	28-Feb	Spanish 1 UN I or approx. 30h classroom hours is recommended.	4-hour self-study course. The course focus on how to show likes, express interests and how to make suggestions.

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UN II Interm.	3036-15	Introducción a la terminología económica	Self-study	N/A	ongoing	N/A	28-Feb	Spanish 1 UN II approx. 180 classroom hours is recommended.	1-hour self-study course. Participants learn to use the correct and most appropriate terms when talking about Economics.
UN II Interm.	3034-16	Cómo usar el gerundio en español	Self-study	N/A	ongoing	N/A	28-Feb	Spanish 1 UN II or approx. 180 classroom hours is recommended.	2-hour self-study course. Participants learn how to use the -ing form in Spanish: 3 clear rules.
UN II Interm	7227-1	Gramática y vocabulario: Aconsejar en subjuntivo	Self-study	N/A	ongoing	N/A	28-Feb	Spanish 1 UN II or approx. 180 classroom hours is recommended.	4.5-hour self-study course. Participants learn how to use the subjunctive to give advice and recommendations.