



FALL 2022 GLOBAL BROCHURE: ONLINE OFFERINGS FOR GLOBAL PARTICIPANTS

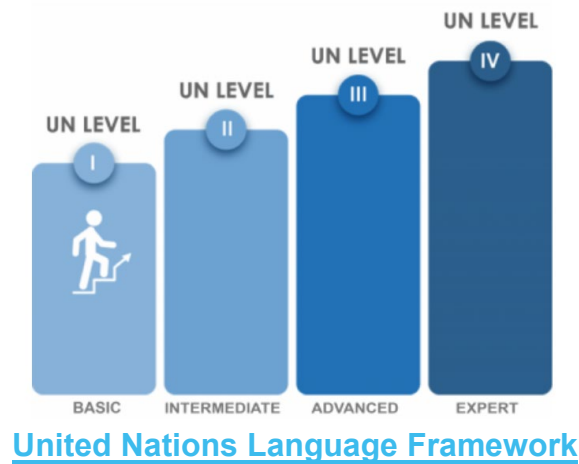
Language and Communications Training Unit (LCTU)

The LCTU offers language and communications courses in all the six official languages to eligible participants around the globe, on a variety of topics and at different levels.

While the LCTU encourages you to first look at courses offered by local UN training programmes in your duty station, here you will find globally available courses offered by the LCTU.



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



 **QUESTIONS ABOUT DATES, ELIGIBILITY, OR OTHER ITEMS?**  **QUESTIONS ABOUT REGISTRATION?**

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

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, and completely independently. It is not teacher-led, and assignments do not have start or due dates. [Once you have registered for a self-study course, you must self-enroll in the learning platform to access your course materials. To access the learning platform, please follow [these instructions](#)].

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	6290-14	Introduction to Arabic Language (Global)	Group Live Sessions: Online. Group Interactive Activities. Individual Learning Activities.	Wednesdays 8:30 am - 10:00 am (fully online)	28 September - 30 November	10	21-Sep	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	6288-6	Arabic Pronunciation and Conversation 2	Group Live Sessions: Online. Group Interactive Activities. Individual Learning Activities.	Tuesdays 12:00 pm - 1:30 pm (fully online)	27 September - 29 November	10	20-Sep	Arabic 2- UN I, or 75 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 I Basic	6427-2	Arabic Reading and Writing 3	Group Live Sessions: Online. Group Interactive Activities. Individual Learning Activities.	Tuesdays 8:30 am - 10:00 am (fully online)	27 September - 15 November	8	20-Sep	Arabic 4 - UN I, or 135 hours of formal Arabic instruction is recommended.	12 hours. This specialized course helps participants enhance their reading and writing skills in Modern Standard Arabic through examining various written texts in Arabic.
UN II interm.	6291-2	Arabic for Media: Reading and Writing	Group Live Sessions: Online. Group Interactive Activities. Individual Learning Activities.	Wednesdays 5:30 pm - 7:00 pm (fully online)	28 September - 16 November	8	21-Sep	Arabic 3 - UN II, or 255 hours of Arabic formal instruction is recommended.	12 hours. This specialized course helps participants enhance their reading and writing skills through examining various media materials in Arabic.
UN III Advanced	6517-3	Grammar Analysis of Arabic Texts 2	Group Live Sessions: Online. Group Interactive Activities. Individual Learning Activities.	Fridays 12:00 pm - 1:30 pm (fully online)	30 September - 18 November	8	23-Sep	Arabic 5 - UN II, or 315 hours of Arabic formal instruction is recommended.	12 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. It builds on Grammar Analysis of Arabic Texts 1.

CHINESE

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UN I Basic	6265-10	Basic Chinese Reading and Writing	Group live sessions: Online. Group interactive activities. Individual learning activities.	Mondays 8:30am - 9:30am (fully online)	26 Sep- 28 Nov	10	19-Sep	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	6251-10	Basic Chinese Conversation	Group live sessions: Online. Group interactive activities. Individual learning activities.	Tuesdays 8:30am - 9:30am (fully online)	27 Sep- 29 Nov	10	20-Sep	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.	6252-11	Intermediate Chinese Conversation	Group live sessions: Online. Group interactive activities. Individual learning activities.	Fridays 8:30am - 9:30am (fully online)	30 Sep- 2 Dec	10	23-Sep	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.	6266-8	Intermediate Chinese Reading and Writing	Group live sessions: Online. Group interactive activities. Individual learning activities.	Wednesdays 8:30am - 9:30am (fully online)	28 Sep- 30 Nov	10	21-Sep	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	6770-4	Chinese Pronunciation Skills	Group live sessions: Online. Group interactive activities. Individual learning activities.	Fridays 9:00 am - 10:00 am (fully online)	30 Sep- 2 Dec	10	23-Sep	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.

UN II - UN III Interm.- Advanced	6769-3	Explore UN SDGs in Chinese	Group live sessions: Online. Group interactive activities. Individual learning activities.	Fridays 8:00 am - 9:00 am (fully online)	30 Sep- 2 Dec	10	23-Sep	300 hours of formal Chinese instruction, or matching placement test result is recommended.	20 hours Participants will explore UN Sustainable Development Goals by studying and discussing authentic listening and reading materials. Learners will receive instructions on how to access self-paced coursework and live sessions.
SELF-STUDY COURSES									
UN III - IV Advanced / Expert	7105-1	Using Gender-inclusive language in Chinese	Self-study	N/A	7 Sep- 4 Nov	N/A	04-Nov	Native or near native speakers	4 hours. The course focuses on gender-inclusive communication. Students will learn how to apply a diverse range of strategies in Chinese to ensure their communications are inclusive and non-discriminatory.

ENGLISH

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UN II Interm.	LMS-6269-9	Intermediate Conversation in English Online	Group live sessions: Online. Individual Learning Activities.	Tuesdays 1:30 pm - 3:00 pm (fully online)	11 October - 29 November	8	04-Oct	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-6268-8	Intermediate Vocabulary in English Online	Group live sessions: Online. Individual Learning Activities.	Thursdays 12:00 pm - 1:30 pm (fully online)	13 October - 8 December	8	06-Oct	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-6752-4	Intermediate Pronunciation in English Online	Group live sessions: Online. Individual Learning Activities.	Tuesdays - Thursdays 4:00 pm - 5:00 pm (fully online)	11 October - 17 November	6	04-Oct	Recommended for learners with 150-250 hours of study experience.	12-hour course focusing on linking, endings and reductions to improve pronunciation skills.
UN II Interm.	LMS-6689-5	Intermediate Writing in English Online	Group live sessions: Online. Individual Learning Activities.	Tuesdays 8:00 am - 9:30 am (fully online)	11 October - 29 November	8	04-Oct	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 Interm.	LMS-2744-8	Communication Strategies I Online	Group live sessions: Online. Individual Learning Activities.	Tuesdays 10:00 am - 11:30 am (fully online)	11 October - 29 November	8	04-Oct	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-6758-4	Intensive Summary Writing in English Online	Group live sessions: Online. Individual Learning Activities.	Tuesdays 1:00 pm - 3:00 pm (fully online)	1 November - 22 November	4	25-Oct	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 II Interm.	LMS-6394-13	Gender-Inclusive Language Guidelines for English	Group live session: Online	Tuesday 1:00 pm - 3:00 pm (fully online)	11-Oct	1	09-Oct	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-6168-16	Email Etiquette	Group live session: Online	Friday 9:00 am - 11:00 am (fully online)	11-Nov	1	09-Nov	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 II Interm.	LMS-6912-2	Intermediate Grammar Topics: Verb Tenses	Group live session: Online	Wednesday 8:00 am - 9:30 am (fully online)	05-Oct	1	03-Oct	Recommended for learners with 150-250 hours of study experience.	1.5-hour webinar focusing on the forms and uses of simple, progressive and perfect verb tenses.
UN II Interm.	LMS-6913-2	Intermediate Grammar Topics: Questions	Group live session: Online	Wednesday 8:00 am - 9:30 am (fully online)	12-Oct	1	10-Oct	Recommended for learners with 150-250 hours of study experience.	1.5-hour webinar focusing on reviewing different types of question formation in English, including negative and tag questions.
UN II Interm.	LMS-6914-2	Intermediate Grammar Topics: Nouns	Group live session: Online	Wednesday 8:00 am - 9:30 am (fully online)	19-Oct	1	17-Oct	Recommended for learners with 150-250 hours of study experience.	1.5-hour webinar focusing on using nouns effectively in English.

UN II Interm.	LMS-6915-2	Intermediate Grammar Topics: Subordinate Clauses	Group live session: Online	Wednesday 8:00 am - 9:30 am (fully online)	26-Oct	1	24-Oct	Recommended for learners with 150-250 hours of study experience.	1.5-hour webinar focusing on the uses of Subordinate Clauses in UN writing.
UN II Interm.	LMS-6916-2	Intermediate Grammar Topics: Adjectives	Group live session: Online	Wednesday 8:00 am - 9:30 am (fully online)	02-Nov	1	31-Oct	Recommended for learners with 150-250 hours of study experience.	1.5-hour webinar focusing on using adjectives effectively in English.
UN III Advanced	LMS-6759-4	Advanced Vocabulary in English Online	Group live sessions: Online. Individual Learning Activities.	Mondays 10:30 am - 12:00 pm (fully online)	10 October - 28 November	8	03-Oct	Recommended for learners with 250+ hours of study experience.	12-hour course focusing on using formal vocabulary to discuss your professional life, global society and the work of the UN.
UN III Advanced	LMS-6760-4	Advanced Conversation in English Online	Group live sessions: Online. Individual Learning Activities.	Fridays 9:00 am - 10:30 am (fully online)	14 October - 2 December	8	07-Oct	Recommended for learners with 250+ hours of study experience.	12-hour course focusing on advanced speaking strategies to discuss professional life, global society and the work of the UN.
UN III Advanced	LMS-7047-2	Advanced Writing in English Online	Group live sessions: Online. Individual Learning Activities.	Tuesdays 9:30 am - 11:00 am (fully online)	11 October - 29 November	8	04-Oct	Recommended for learners with 250+ hours of study experience.	12-hour course focusing on improving advanced writing skills by focusing on purpose, audience, style and tone.
UN III Advanced	LMS-1967-8	Minutes Writing Online	Group live sessions: Online. Individual Learning Activities.	Thursdays 8:00 am - 10:00am (fully online)	6 October - 27 October	4	30-Sep	Recommended for learners with 250+ hours of study experience.	8-hour course focusing on developing skills for writing clear, accurate and effective minutes of work-related meetings through clear examples and practice opportunities.
UN III Advanced	LMS-6917-2	Advanced Grammar Topics: Inversion and Fronting	Group live session: Online	Wednesday 8:00 am - 9:30 am (fully online)	09-Nov	1	07-Nov	Recommended for learners with 250+ hours of study experience.	1.5-hour webinar focusing on emphasizing meaning through inversion and fronting.
UN III Advanced	LMS-6919-2	Advanced Grammar Topics: Phrasal Verbs (Advanced Uses)	Group live session: Online	Wednesday 8:00 am - 9:30 am (fully online)	16-Nov	1	14-Nov	Recommended for learners with 250+ hours of study experience.	1.5-hour webinar focusing on various uses of common phrasal verbs.
UN III Advanced	LMS-6920-2	Advanced Grammar Topics: Gerunds and Infinitives	Group live session: Online	Wednesday 8:00 am - 9:30 am (fully online)	23-Nov	1	21-Nov	Recommended for learners with 250+ hours of study experience.	1.5-hour webinar focusing on using gerunds and infinitives.
UN III Advanced	LMS-6921-2	Advanced Grammar Topics: Connectors	Group live session: Online	Wednesday 8:00 am - 9:30 am (fully online)	30-Nov	1	28-Nov	Recommended for learners with 250+ hours of study experience.	1.5-hour webinar focusing on connecting writing using a variety of transitional devices.
UN III Advanced	LMS-6922-2	Advanced Grammar Topics: The Subjunctive	Group live session: Online	Wednesday 8:00 am - 9:30 am (fully online)	07-Dec	1	05-Dec	Recommended for learners with 250+ hours of study experience.	1.5-hour webinar focusing on making writing more formal through the use of the Subjunctive Mood.
UN III Advanced	LMS-2662-39	Writing for iSeek	Group live session: Online	Wednesday 9:00 am - 11:00 am (fully online)	30-Nov	1	28-Nov	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-1845-31	Summary Writing	Group live session: Online	Thursday 12:00 pm - 2:00 pm (fully online)	17-Nov	1	15-Nov	Recommended for learners with 250+ hours of study experience.	2-hour webinar focusing on reviewing and practicing techniques for composing summaries of longer texts.
UN III Advanced	LMS-6753-4	Techniques for Concise Writing	Group live session: Online	Tuesday 9:00 am - 10:00 am (fully online)	18-Oct	1	16-Oct	Recommended for learners with 250+ hours of study experience.	1-hour webinar focusing on different strategies and techniques for writing concisely at the United Nations.
UN III Advanced	LMS-6662-6	Techniques for Clear Writing	Group live session: Online	Wednesday 9:00 am - 10:00 am (fully online)	26-Oct	1	24-Oct	Recommended for learners with 250+ hours of study experience.	1-hour webinar focusing on different strategies and techniques for writing clearly at the United Nations.

UN III Advanced	LMS-6660-6	Social Media at the United Nations	Group live session: Online	Wednesday 9:00 am - 11:00 am (fully online)	02-Nov	1	31-Oct	Recommended for learners with 250+ hours of study experience.	2-hour webinar focusing on how the UN uses social media, as well as best practices and guidelines for staff members.
SELF-STUDY COURSES									
UN II Interm.	LMS-7081-2	Intermediate Grammar I	Self-study	N/A	7 September - 4 November	N/A	04-Nov	Recommended for learners with 150-250 hours of study experience.	This is a 7.5-hour self-study course that aims to raise the learner's grammatical competence at the UN II level of the United Nations Language Framework. This course covers: modals, passive voice, phrasal verbs, prepositions and relative clauses.
UN II Interm.	LMS-7082-2	Intermediate Grammar II	Self-study	N/A	7 September - 4 November	N/A	04-Nov	Recommended for learners with 150-250 hours of study experience.	This 7.5-hour self-study course that aims to raise the learner's grammatical competence at the UN II level of the United Nations Language Framework. This course covers: adjectives, nouns, verbs, clauses and questions.
UN III Advanced	LMS-7083-2	Advanced Grammar I	Self-study	N/A	7 September - 4 November	N/A	04-Nov	Recommended for learners with 150-250 hours of study experience.	This is a 7.5 hour self-study course that aims to raise the learner's grammatical competence at the UN II level of the United Nations Language Framework. This course covers: conditionals, passive voice, past perfect, reported speech and punctuation.
UN III Advanced	LMS-7084-2	Advanced Grammar II	Self-study	N/A	7 September - 4 November	N/A	04-Nov	Recommended for learners with 150-250 hours of study experience.	This is a 7.5 hour self-study course that aims to raise the learner's grammatical competence at the UN II level of the United Nations Language Framework. This course covers: conditionals, passive voice, past perfect, reported speech and punctuation.
UN III Advanced	LMS-6755-6	Foundations of Writing for the United Nations	Self-study	N/A	7 September - 4 November	N/A	04-Nov	Recommended for learners with 250+ hours of study experience.	This is a 4-hour self-paced course, where you will learn the foundations for writing effectively at the United Nations over the course of 4 lessons focused on purpose and audience, organization, style and tone.

FRENCH

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UN III Advanced	3055-14	Parlons de l'égalité des sexes	Group interactive activities. Individual learning activities.	N/A	10 Oct - 18 Nov	6	3-Oct	Recommended for learners with 250+ hours of study experience.	10 hours. Participants will discuss gender equality and women's empowerment (Sustainable Development Goal 5) in various situations and will learn how to express their opinions on this topic in French.
UN III Advanced	3404-13	S'informer sur l'humanitaire	Group interactive activities. Individual learning activities.	N/A	17 Oct - 25 Nov	6	10-Oct	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.
UN III Advanced	5769-9	Employer un langage inclusif	Group interactive activities. Individual learning activities.	N/A	10 Oct - 28 Oct	3	3-Oct	Recommended for learners with 250+ hours of study experience.	3 hours. Participants will learn how to apply a diverse range of strategies in French to ensure their communications are inclusive and non-discriminatory.
SELF-STUDY COURSES									
UN I Basic	3058-17	First Contact	Self-study	N/A	7 Sep - 4 Nov	N/A	4-Nov	None	4-hour self-study course. Learn French basics and develop listening skills. 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).
UN III Advanced	7042-3	La rédaction stratégique à l'ONU	Self-study	N/A	7 Sep - 4 Nov	N/A	4-Nov	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).

RUSSIAN

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UN I Basic	6281-5	Beginner Russian Conversation	Group live sessions: Online	Mondays 11:45 am - 1:15 pm (fully online)	26 Sept - 5 Dec	10	16-Sep	Russian 4 - UN I, or 120 hours of formal Russian instruction, or placement test results "Beginner Russian Conversation"	15 hours. This course develops students' Russian conversation skills at the beginner level.
UN II Interm.	6282-5	Intermediate Russian Conversation	Group live sessions: Online	Mondays 11:30 am - 1:00 pm (fully online)	26 Sept - 5 Dec	10	16-Sep	Russian 8 - UN I, or 240 hours of formal Russian instruction, or placement test results "Intermediate Russian Conversation"	15 hours. This course develops students' Russian conversation skills at the intermediate level.
UN II Interm.	6163-2	Russian Grammar Review	Group live sessions: Online	Tuesdays 1:30 pm - 3:00 pm (fully online)	27 Sept - 6 Dec	10	16-Sep	Russian 9 - UN I, or 270 hours of formal Russian instruction, or placement results "Russian Grammar Review"	15 hours. This course offers review of the grammar needed to attain the UN I level of proficiency in Russian.

SPANISH

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UN I Basic	7106-2	Hablar de gustos y tiempo libre UN I	Group live sessions: Online	Wednesday 16-Nov 12pm-1.30pm	16-Nov	1 day	14-Nov	Spanish 1 UN I or approx. 30h classroom hours is recommended.	2-hour webinar focusing on how to show likes, interests and how to make suggestions about free time activities.
UN II Interm.	2670-11	Hablemos de desarrollo sostenible. Avanzado	Group live sessions: Online. Individual learning activities.	Fridays 12pm-1:30pm	30-Sept-2-Dec	10	23-Sep	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.	3374-14	Cómo usar el español de forma inclusiva en cuanto al género	Group live sessions: Online. Group interactive activities. Individual learning activities.	Wednesday, 9 Nov 1:15pm -2:15pm	17 Oct-11 Nov	4	10-Oct	Spanish 2 UN II or 210 hours of formal Spanish instruction is recommended.	5 hours. The course focuses on gender-inclusive communication. Students will learn how to apply a diverse range of strategies in Spanish to ensure their communications are inclusive and non-discriminatory.
UN III Advanced	2671-4	Redacción eficaz: Cohesión de ideas- GLOBAL	Group live sessions: Online. Group interactive activities. Individual learning activities.	Fridays 8:30am-9:30am	24-Oct-2-Dec	6	17-Oct	Advanced speakers of Spanish (UN III) and "Expert, native or near native speakers of Spanish (UN IV).	18 hours. The course focuses on efficient text creation in the work place, making texts more logically and semantically consistent. Students will get familiar with useful strategies and resources to improve their writing skills.
SELF-STUDY COURSES									
UN I Basic	6215-12	First Contact with Spanish	Self-study	N/A	7 Sept-4 Nov	N/A	4-Nov	None	2-hour self-study 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. 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).
UN I Basic	7102-2	Gramática y vocabulario: Gustos y tiempo libre UN I	Self-study	N/A	7 Sept-4 Nov	6	4-Nov	Spanish 1 UN I or approx. 30h classroom hours is recommended.	4-hour self-study course on how to show likes, interests and how to make suggestions for basic level students to be completed at their own pace.

UN II Interm.	3036-14	Introducción a la terminología económica	Self-study	N/A	7 Sept-4 Nov	N/A	4-Nov	Spanish 1 UN II approx. 180 classroom hours is recommended.	1-hour self-study course. Learn to use the correct and most appropriate terms when talking about Economics. 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).
UN II Interm.	3034-15	Cómo usar el gerundio en español	Self-study	N/A	7 Sept-4 Nov	N/A	4-Nov	Spanish 1 UN II or approx. 180 classroom hours is recommended.	2-hour self-study course. Learn how to use the ing form in Spanish: 3 clear rules. 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).