



WINTER 2021 COURSE BROCHURE: LOCAL AND GLOBAL ONLINE OFFERINGS

Language and Communications Training Unit (LCTU)

GOOD NEWS! We are happy to announce the launch of the first set of language courses completely aligned to the UN Language Framework in a brand new format. Thank you for your patience while we continue aligning the rest of our language courses to the new standards of the [United Nations Language Framework](#).

Safety is our priority: Due to Covid-19, the LCTU will be offering all courses online. The main goal is to continue to offer a high-quality programme, targeted to the needs of our clients, and adapted to the current challenging circumstances.

Please continue to [page 2](#) to see our Winter 2021 offerings for our NY-based and global participants!

Exceptionally, for winter 2021, [NO PLACEMENT TEST](#) is required for English courses. Please note that this waiver will only be for winter term 2021. For spring term courses, a placement test will be required.



ENGLISH - ONLINE COURSES

COURSES ONLY FOR NEW YORK-BASED ELIGIBLE PARTICIPANTS

(FOR COURSES FOR "ALL PARTICIPANTS" PLEASE SCROLL DOWN)

COURSE TITLE	LIVE ONLINE SESSIONS (NEW YORK TIME)	DATE(S)	LAST DAY TO ENROLL	INSPIRA CODE	DESCRIPTION, MODALITY AND PREREQUISITES
English 5 – UNI	Tuesdays & Thursdays 1:30 - 2:30pm	11 January – 19 March	21 December	LMS-6546	<p>30-hour instructor-led course.</p> <p>This multiple-skills course is part of a sequence which prepares language learners to achieve the UN I Basic Level of Language Competence. For general language acquisition and proficiency improvement. Recommended for English learners with up to 100 hours of study experience.</p> <p>NEW YORK-BASED PARTICIPANTS</p>
English 3 - UNII	Tuesdays & Thursdays 1:30 - 2:30pm	11 January – 19 March	21 December	LMW-6547	<p>30-hour instructor-led course.</p> <p>This multiple-skills course is part of a sequence which prepares language learners to achieve the UN II Intermediate Level of Language Competence. For general language acquisition and proficiency improvement. Recommended for English learners with up to 300 hours of study experience.</p> <p>NEW YORK-BASED PARTICIPANTS</p>

Summary Writing Intensive Online	Wednesdays 3:00 - 5:00pm	17 February – 10 March	15 January	LMS-1811	11-hour instructor-led blended course. Learn to condense written texts while remaining true to the style and tone of the original. Individual feedback. Prereq: English 7 and advanced reading skills NEW YORK AND GLOBAL PARTICIPANTS
Correspondence Writing Online	Mondays 3:30 - 5:00pm	11 January – 01 March	21 December	LMS-3197	12-hour teacher-led course. Improve work-related correspondence writing skills (letters, memos, e-mail). Target level: EN 7 and above NEW YORK AND GLOBAL PARTICIPANTS
Discourse Strategies Online Part 1	Tuesdays 3:30 - 5:00pm	12 January – 02 March	21 December	LMS-6271	12-hour teacher-led course. Learn and practice useful meeting strategies, such as expressing an opinion; agreeing and disagreeing; interrupting. Practice vocabulary commonly used in workplace discussions and negotiations. Prereq: English 7 and advanced reading skills NEW YORK AND GLOBAL PARTICIPANTS
Email Etiquette online webinar	7:00 - 9:00am	Wednesday 27 January	15 January	LMS-6168	2-hour instructor-led webinar. Review best practices for emailing in the UN context. Prereq: English 6 NEW YORK AND GLOBAL PARTICIPANTS
	12:00- 2:00pm	Tuesday 02 March	15 January	LMS-6168	
Summary Writing online webinar	6:00 - 8:00pm	Monday 18 January	21 December	LMS-1845	2-hour instructor-led webinar. Review and practice techniques for composing summaries of longer texts. Prereq: English 6 NEW YORK AND GLOBAL PARTICIPANTS
	12:00 - 2:00pm	Friday 26 February	15 January	LMS-1845	

Advanced Grammar Topics: Prepositions	8:00 - 9:30am	Thursday 14 January	21 December	LMS-6395	1.5-hour instructor-led webinar. Learn how to use prepositions in common and idiomatic phrases. Study frequent combinations of prepositions with adjectives, nouns or verbs, such as “rely on”. Prereq: English 6 NEW YORK AND GLOBAL PARTICIPANTS
	7:00 - 8:30am	Tuesday 02 February	15 January	LMS-6395	
Using Gender-inclusive Language in English	Group session to be scheduled by the teacher (optional)	11-29 January	24 December	LMS-5770	4-hour self-paced course with a mediated online forum and one optional instructor-led live session online. Learn and apply the UN Guidelines for using gender-inclusive language in English. Prereq: English 9, Recommended: LMS-6394 NEW YORK AND GLOBAL PARTICIPANTS
		01-19 February	15 January	LMS-5770	
		22 February – 12 March	15 January	LMS-5770	
Webinar: Gender-inclusive language guidelines for English	7:00 - 9:00am	Monday 25 January	15 January	LMS-6394	2-hour instructor-led webinar. Learn to apply three strategies for avoiding discriminatory language and making gender visible, or not visible, as required by the “UN Guidelines for Gender-Inclusive Language in English.” Prereq: English 9 NEW YORK AND GLOBAL PARTICIPANTS
	9:00 - 11:00am	Friday 05 February	15 January	LMS-6394	
	8:00 - 10:00am	Wednesday 24 February	15 January	LMS-6394	
Check the UN Language Framework levels					

Russian Grammar and Vocabulary 5	Mondays & Wednesdays 12:00- 1:30pm	11 January – 19 March	21 December	LMS-6519-1	Live online sessions with an instructor. Pre-requisite: Russian 4 completed or placement test results “Russian 5 – UN I”. NEW YORK PARTICIPANTS ONLY
Russian Grammar and Vocabulary 6	Tuesdays & Thursdays 1:30pm- 3:00pm	11 January – 19 March	21 December	LMS-6520-1	Live online sessions with an instructor. Pre-requisite: Russian 5 completed or placement test results “Russian 6 – UN I”. NEW YORK PARTICIPANTS ONLY
Russian Grammar and Vocabulary 7	Tuesdays & Thursdays 11:30am – 1:00pm	11 January – 19 March	21 December	LMS-6523-1	Live online sessions with an instructor. Pre-requisite: Russian 6 completed or placement test results “Russian 7 – UN I”. NEW YORK PARTICIPANTS ONLY
Check the UN Language Framework levels					

New participants (except absolute beginners) or returning participants who have not taken a language course for the previous nine months need to register in Inspira for our online [PLACEMENT TEST](#):

LMS-2630-5

TEST AVAILABLE FROM 01 DECEMBER UNTIL 13 DECEMBER 2020



SPANISH - ONLINE COURSES

**COURSES ONLY FOR NEW YORK-BASED ELIGIBLE PARTICIPANTS
(FOR COURSES FOR "ALL PARTICIPANTS" PLEASE SCROLL DOWN)**

COURSE TITLE	LIVE ONLINE SESSIONS (NEW YORK TIME)	DATE(S)	LAST DAY TO ENROLL	INSPIRA CODE	DESCRIPTION, MODALITY AND PREREQUISITES
Spanish 1 UN I	Mondays & Wednesdays 12:00- 1:15pm	11 January – 17 March	21 December	LMS-6513-1	30-hour online course with a teacher. Two weekly sessions. Each session is 75 minutes live online with a teacher and 15 minutes of autonomous online self-paced work. Prereq: None. For absolute beginners. NEW YORK PARTICIPANTS ONLY
	Tuesdays & Thursdays 12:00- 1:15pm	12 January – 18 March	21 December	LMS-6513-2	
	Tuesdays & Thursdays 1:30- 2:45pm	12 January – 18 March	21 December	LMS-6513-3	
Spanish 2 UN I	Mondays & Wednesdays 12:00- 1:15pm	11 January – 17 March	21 December	LMS-6521-1	30-hour online course with a teacher. Two weekly sessions. Each session is 75 minutes live online with a teacher and 15 minutes of autonomous online self-paced work. Prereq: Passed Spanish 1, or Placement Test Results: Spanish 2, or approximately 30 classroom hours. NEW YORK PARTICIPANTS ONLY
	Mondays & Wednesdays 1:30- 2:45pm	11 January – 17 March	21 December	LMS-6521-2	

Spanish 3 UN I	Mondays & Wednesdays 12:00- 1:15pm	11 January – 17 March	21 December	LMS-6522-1	<p>30-hour online course with a teacher. Two weekly sessions. Each session is 75 minutes live online with a teacher and 15 minutes of autonomous online self-paced work.</p> <p>Prereq: Passed Spanish 2, or Placement Test Results: Spanish 3, or approx.. 60 classroom hours.</p> <p>NEW YORK PARTICIPANTS ONLY</p>
	Mondays & Wednesdays 1:30- 2:45pm	11 January – 17 March	21 December	LMS-6522-2	
Spanish 4 UN I	Tuesdays & Thursdays 12:00- 1:15pm	12 January – 18 March	21 December	LMS-6524-1	<p>30-hour online course with a teacher. Two weekly sessions. Each session is 75 min. live online with a teacher and 15 minutes of autonomous, online, self-paced work without a teacher.</p> <p>Prereq: Passed Spanish 3, or Placement Test Results: Spanish 4, or approx.. 90 classroom hours.</p> <p>NEW YORK PARTICIPANTS ONLY</p>
Spanish 5 UN I	Tuesdays & Thursdays 5:30- 6:45pm	12 January – 18 March	21 December	LMS-6525-1	<p>30-hour online course with a teacher. Two weekly sessions. Each session is 75 min. live online with a teacher and 15 minutes of autonomous, online, self-paced work without a teacher.</p> <p>Prereq.: Passed Spanish 4, or Placement Test Results: Spanish 5, or approx.. 120 classroom hours.</p> <p>NEW YORK PARTICIPANTS ONLY</p>

COURSES FOR ALL ELIGIBLE PARTICIPANTS

COURSE TITLE	LIVE ONLINE SESSIONS (NEW YORK TIME)	DATE(S)	LAST DAY TO ENROLL	INSPIRA CODE	DESCRIPTION, MODALITY AND PREREQUISITES
First contact with Spanish	None	11 January- 01 April	01 April	LMS-6215-5	<p>2-hour self-paced course without a teacher. For absolute beginners or for beginners who want to review a few basic topics. Very first steps in the Spanish language. Identify oral and written Spanish texts, recognize and pronounce Spanish words and build basic sentences in formal and informal situations in Spanish.</p> <p>Prereq: None.</p> <p>NEW YORK AND GLOBAL PARTICIPANTS</p>

Cómo usar el gerundio en español	None	11 January-01 April	01 April	LMS-3034-8	2-hour self-paced course without a teacher. Learn how to use the -ing form in Spanish: 3 clear rules. Prereq: Spanish 6 (approx. 180 classroom hours) and above. NEW YORK AND GLOBAL PARTICIPANTS
Cómo poner acentos en español	None	11 January-01 April	01 April	LMS-3035-8	3-hour self-paced course without a teacher. Learn the use of Spanish accents. Prereq: Spanish 6 (approx. 180 classroom hours) and above NEW YORK AND GLOBAL PARTICIPANTS
Terminología económica	None	11 January-01 April	01 April	LMS-3036-7	1-hour self-paced course without a teacher. Learn to use the correct and most appropriate term when talking Economics. Prereq: Spanish 6 (approx. 180 classroom hours) and above. NEW YORK AND GLOBAL PARTICIPANTS
Webinario. Sensibilización al uso del español inclusivo en cuanto al género	Friday 22 January 9:30- 11:00am	22 January	15 January	LMS-6245-7	1.5-hour webinar (survey pre and post + webinar) with a teacher. Raise awareness and learn how to apply the UN Guidelines for gender-inclusive language in any communication. Understand what gender-inclusive language means and the difference is between “making gender visible” and “keeping it gender-neutral” in Spanish. Prereq: Spanish 6 (approx. 180 classroom hours) and above. NEW YORK AND GLOBAL PARTICIPANTS
Cómo usar el español de manera inclusiva en cuanto al género	Friday 19 February 9:30- 11:00am (Optional)	01 – 19 February	25 January	LMS-3374-9	4-hour self-paced activity with a teacher. Learn how to apply a diverse range of strategies in Spanish to ensure their communications are inclusive and non-discriminatory in accordance with UN Guidelines for Gender Inclusive Communications . Prereq: Spanish 8 (approx. 240 classroom hours) and above. NEW YORK AND GLOBAL PARTICIPANTS

<p>Formación de formadores (ToT). Capacitación para el personal para organizar un taller sobre el español inclusivo en cuanto al género</p>	<p>Friday 12 March 9:00- 11:00am</p>	<p>12 March</p>	<p>05 March</p>	<p>LMS-4014-10</p>	<p>1.5-hour webinar (survey pre and post + webinar) with aa teacher. Learn how to organize and facilitate a workshop to raise awareness on what gender-inclusive language is and how to integrate related UN recommendations. Prereq: Spanish 9 (approx. 270 classroom hours) and above. NEW YORK AND GLOBAL PARTICIPANTS</p>
<p>Hablemos de desarrollo sostenible. Avanzado. Live online.</p>	<p>Fridays 12:00- 1:30pm</p>	<p>15 January – 19 March</p>	<p>08 January</p>	<p>LMS-2670-6</p>	<p>Online version of a face-to-face course with a teacher. 90 minutes sessions on Zoom or another video conference tool. Conversation course for non-native Spanish speakers, focused on developing fluency and expanding vocabulary. Topics of conversation from news or current issues related to sustainable development in order to improve oral skills. Prereq: Spanish 8 (approx. 240 classroom hours) and above. FOR NON-NATIVE SPANISH SPEAKERS ONLY NEW YORK AND GLOBAL PARTICIPANTS</p>
<p align="center">Check the UN Language Framework levels</p>					