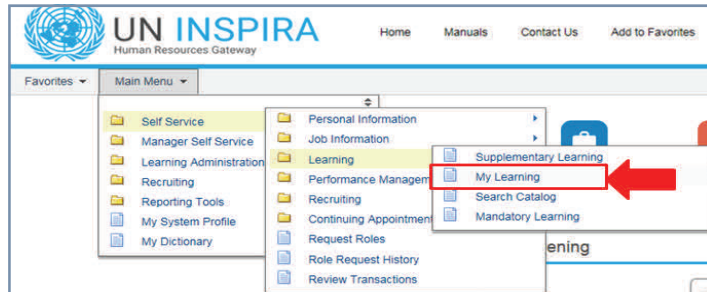


How to register— UN Staff members

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

1. Log into INSPIRA <https://inspira.un.org>

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



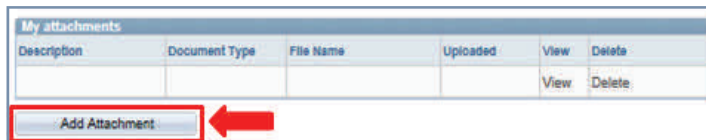
3. Now you can search the catalog by typing in the box **the first 4 digits of the course LMS Code** (available in the course schedule), or **the course name** or **placement** (for placement tests), and then click **Search**.



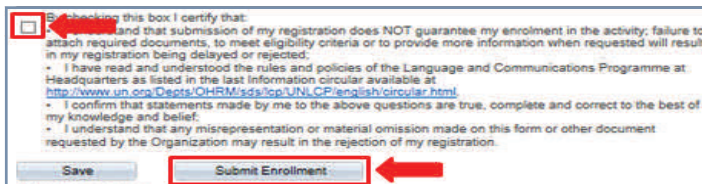
4. Click **Enroll** on the right of the course (or placement test) you want.

Activity Code	Location	Type	Start Date	
LMS-1132-18	United States, New York	Live Classroom Instruction	18/04/2016	View Details Enroll

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



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).



Chinese

Language & Communication Skills



United Nations

The United Nations Language & Communications Programme

For Multilingualism and Career Development

Ms. Zhuting Chang

Chinese Head Teacher

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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. Check full list of who can take courses - free or for a fee: hr.un.org/unhq/languages/eligibility-table

How can I get registration help?

Visit our Registration Help Clinics:

Tuesday & Thursday
28 November—28 December, 1-3:00pm
in Computer Room B of the Learning Center (NL3B)

For more info, visit our Info Session:

28 November, 12:30-1:30pm, Computer Room A of the Learning Center (NL3B)

Or visit us at <https://hr.un.org/language-programmes-unhq>

Do I need to take a placement test?

No, if you are a beginner. Just register for any of the Level 1&2 courses.

Or, if you're 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.

Chinese Placement Exams:

ROOM	DATE	TIME	LMS CODE
Room 24	14 Nov.	3:00pm-4:00pm	LMS-2650-3
Room 24	16 Nov.	3:00pm-4:00pm	LMS-2650-4

Or contact the coordinator.

Regular Courses

COURSE	SCHEDULE OPTIONS		INSPIRA CODE
LEVEL 1	Mon/Wed	5:30-7:00pm	LMS-2641-3
	Tue/Thu	11:30am-1:00pm	LMS-2641-4
LEVEL 2	Mon/Wed/Fri	1:00-2:00pm	LMS-2642-3
	Tue/Thu	5:30-7:00pm	LMS-2642-4
LEVEL 3	Mon/Wed/Fri	1:00-2:00pm	LMS-2643-2
LEVEL 5	Mon/Wed/Fri	12:00-1:00pm	LMS-2645-1
LEVEL 6	Mon/Tue/Thu	1:00-2:00pm	LMS-2646-2
LEVEL 7	Mon/Wed/Thu	2:00-3:00pm	LMS-2647-2
LEVEL 8	Tue/Thu	5:30-7:00pm	LMS-2648-2
LEVEL 9	Mon/Wed/Fri	2:00-3:00pm	LMS-2649-2

Online & Blended Courses

COURSE	DESCRIPTION	DAY-TIME	PREQ	INSPIRA CODE
Basic Chinese Grammar	Grammar is presented in a systematic way with written notes and exercises. Class meet once a month via WebEX. When class don't meet, learning tasks are completed via Moodle, emails, or other online platforms.	Fri 8:30-9:30am (once a month via WebEx)	None	LMS-2733-3
Basic Working Conversation Skills	Designed to improve conversation skills in UN working environment. Class meet via WebEx on weekly basis and in person once a month for reinforcement and periodical assessments.	Mon/Wed 9:30-10:30am (WebEx) Thu 1:00-2:00pm (once a month, in person)	Regular 6	LMS-2665-2
Online Chinese Pronunciation	Designed to learn pronunciation and improve pronunciation accuracy. This is a 6-week course.	Fri 9:30-10:30am (WebEx)	None	LMS-2425-3



We offer Chinese courses for developing communication skills in Chinese and a better understanding of Chinese culture.
Winter term: 8 January—30 March, 2018
Class registration: 28 November—28 December, 2017 (see reverse side for instructions)
Classrooms are located in the United Nations Learning Centre, 3rd basement of the General Assembly Building.

Specialized Courses

COURSE	DESCRIPTION	DAY-TIME	PREQ	INSPIRA CODE
Refresher I	Designed to reinforce students' reading, listening, writing, and speaking skills after the regular courses, and prepare for the advanced courses.	Tue/Fri. 2:00-3:00pm Wed. 1:00-2:00pm	Regular 9	LMS-2713-2
Advanced Chinese I	Designed for students who wish to continue to improve their overall skills in Chinese. Highest level of Advanced Chinese classes.	Tue/Thu 12:00-1:00pm	Regular 9	LMS-2717-2
Advanced Chinese II	Designed for students who wish to continue to improve their overall skills in Chinese. Intermediate level of Advanced Chinese classes.	Tue/Thu 1:00-2:00pm	Regular 9	LMS-2718-2
Advanced Chinese III	Designed for students who wish to continue to improve their overall skills in Chinese. First level of Advanced Chinese classes.	Tue/Thu 2:00-3:00pm	Regular 9	LMS-2719-2
Intermediate Conversation	Designed for students who have taken at least 3 levels of Chinese and wish to improve their conversation skills. Conversation will be focused on everyday topics.	Wed 5:30-7:00pm	Regular 3	LMS-2726-2
Advanced Conversation	Conversation topics are based on short stories, essays and newspaper articles.	Wed 6:00-8:00pm	Regular 9	LMS-2727-2
Chinese Through Multimedia	Designed to teach Chinese through various media such as the Internet, TV, radio, newspaper and magazines.	Fri 1:00-2:00pm	Regular 5	LMS-2722-2
Chinese Characters	Designed to focus on the analysis of Chinese characters, beginning with basic characters, followed by compound characters, and then words and phrases.	Fri 2:00-3:00pm	None	LMS-2724-2

2018 Summer Study Programme in China



Sponsored by the Chinese government, the UN Chinese Language Programme offers an annual three-week intensive summer study programme at Nanjing University in China. All students taking classes with the Chinese Language Programme and have completed at least Level 2 are eligible to apply. Tuition and housing are covered by the Chinese government. Staff members in the Secretariat can apply for Special Leave With Pay subject to the approval of their supervisors. The Programme dates for 2018 are Monday, 9 July to Friday, 27 July. More info.: <https://hr.un.org/page/summer-study-programme-china> For inquiries and applications, please contact ho@un.org. Application dates: 1 February-31 March, 2018.