

Regular Courses

Beginner (level 1) to advanced (level 9). These courses will be from **8 January to 29 March 2018**.

COURSE	SCHEDULE		CEFR	INSPIRA	SECTION
Levels 1 & 2: Reading and Grammar	Mon	1:30-3:30pm	A1	LMS-2734	
Levels 1 & 2: Listening and Pronunciation	Wed	1:30-3:30pm	A1	LMS-2735	
Levels 1 & 2: Conversation and Vocabulary	Fri	1:30-3:30pm	A1	LMS-2736	
English—Level 3	Mon/Wed	12:00-1:30pm	A2	LMS-2603	
English—Level 4	Mon/Wed	1:30-3:00pm	B1	LMS-2604	
English—Level 5	Wed/Fri	1:30-3:00pm	B1	LMS-2605	
English—Level 6	Tue/Thu	12:00-1:30pm	B1	LMS-2606	
English—Level 7	Tue/Thu	1:30-3:00pm	B2	LMS-2607	
English—Level 8	Tue/Thu	1:30-3:00pm	B2	LMS-2608	
English—Level 9	Tue/Thu	1:30-3:00pm	B2/C1	LMS-2609	

Specialized Online Courses

Available to Global UN staff via WebEx. **Times listed are for New York**, so convert to your time zone

COURSE	DESCRIPTION	DAY-TIME	CEFR	INSPIRA	SECT
English Guided Self Study	Follow a study plan prepared and monitored by a teacher.	24 Jan; 7 & 21 Feb (3) Wed 8:30-9am	A2-B1	LMS-2740	
Exploring the UN	Learn about the UN: people, language & places.	24 Jan—14 Mar (8) Wed 7:30-9am	B2	LMS-2677	
E-mail etiquette	Learn how to write work e-mail with an effective style & tone.	11 & 18 Jan / Th 5-7am	B2-C1	LMS-2214	9
		20 & 27 Mar / Tu 7-9am			10
New Advanced Conversation Skills	Practice and get feedback on your English speaking skills.	12 Feb—19 Mar (6) Mon 6-7am	B2-C1	LMS-2949	
Advanced Grammar Part 1	Topics include: passive voice, relative clauses,	12 Jan—16 Feb (6) Fri 7-9am	B2	LMS-2213	
Advanced Grammar Part 2	Topics: phrasal verbs, past perfect, reported speech, etc	20 Feb—27 Mar (6) Tues 9-11am	B2	LMS-2328	
Writing for iSeek	Learn and apply advice for writing an effective story or announcement for iSeek.	Wed 10 Jan, 9-11am	B2-C1	LMS-2662	6
		Wed 7 Feb, 9-11am			7
		Wed 7 Mar, 9-11am			8
Summary Writing Intensive	Learn how to write clear and accurate UN summaries.	9-30 Jan (4) / Tu 5-7am	B2-C1	LMS-1811	23
		8-29 Mar(4)/ Th 7-9am			24
Writing for the Web	Learn and apply advice for writing effectively for the web.	2 Feb—23 Mar (8) Fri 6-7:30am	B2-C1	LMS-1171	
Presentation Skills to Present Online	Learn and practice giving an effective presentation online.	25 Jan—1 Mar (6) Thurs 8-9:30 am	B2-C2	LMS-2278	
Report Writing	Learn & apply advice for writing effective UN reports .	6 Feb—13 Mar (6) Tues 6-8am	B2-C1	LMS-2329	
New Foundations of Writing for UN	Learn principles of good writing in the UN context.	Self-paced online course (~4 hours)	B2-C2	LMS-2585	

Specialized Face-to-Face Courses*

Available to Global UN staff via WebEx. **Times listed are for New York**, so convert to your time zone.

COURSE	DESCRIPTION	DAY-TIME	CEFR	INSPIRA	SECTION
Guided Self Study for English	Follow a study plan prepared and monitored by a teacher.	26 Jan– 23 Feb (3) Fri 12-1pm	A2-B1	LMS-2739	
Intermediate Conversation	Improve your fluency and pronunciation in English.	9 Jan—27 Feb (8) Tues 1:30-3:00	A2-B1	LMS-2737	
Introduction to English Writing	For those at Levels 3, 4 or 5 to develop writing skills.	8 Feb—29 Mar (8) Thurs 1:30-3:30pm	A2-B1	LMS-2941	
Intermediate English Grammar	Better understand and use English grammar.	12 Jan—2 Mar (8) Fri 1:30-3pm	A2-B1	LMS-2738	
Intermediate English Writing	For those at Levels 5, 6 or 7 to develop writing skills.	22 Jan—26 Feb (6) Mon 1:30-3:30pm	B1	LMS-2942	
Intermediate Vocabulary	Learn and practice new words as you develop your fluency.	6-27 Feb, (4) Tues 12-1:30pm	B1	LMS-2741	3
		6-27 March (4) Tues 1:30-3pm			4
Advanced English Conversation	Develop vocabulary and fluency on a range of topics.	8 Jan—12 Feb (6) Mon. 6-8pm	B1	LMS-2742	
Advanced English Grammar	Improve your knowledge and use of English grammar.	17 Jan—7 Mar (8) Wed 12-1:30pm	B1-B2	LMS-2746	
English through Cinema	Watch films to learn cultural references and vocabulary.	9 Jan—27 Mar (12) Tues 6-8pm	B1-B2	LMS-2943	
Pronunciation Skills Part I	Become better understood in English. Weekly homework.	12 Jan—30 Mar (12) Fri 1:30-3:30pm	B2	LMS-2743	
Pronunciation Skills, Part II	For those who completed "Part I" - for more practice.	10 Jan—28 Mar (12) Wed 5:30-7:30pm	B2	LMS-2944	
Discourse Strategies 1	Become more polite and effective in formal meetings .	8 Jan—26 Mar (12) Mon 1:30-3:30pm	B2	LMS-2744	
Discourse Strategies 2	Develop negotiation skills in English for formal meetings.	10 Jan—28 Mar (12) Wed 1:30-3:30pm	B2	LMS-2945	
Exploring the UN	Learn about the UN: people, language & places.	11 Jan—29 Mar (12) Thurs 5:30-7:30pm	B2	LMS-2745	
Presentation Skills	Learn about and practice giving effective presentations	6 Feb—13 Mar (6) Tues 3:30-5:30pm	B2-C1	LMS-2946	
Writing skills workshop	Learn & apply principles effective writing to your work.	26 Jan—2 Mar (6) Fri 9-11am	B2-C1	LMS-2958	
Correspondence Writing	Apply advice for writing e-mail, letters and memos.	16 Jan—20 Mar (10) Tues 11:30-1:30pm	B2-C1	LMS-2947	
Summary Writing	Write more clear and accurate UN Summaries	18 Jan—8 Mar (8) Thurs 11am-1pm	B2-C1	LMS-2747	
Report Writing	Learn and apply advice for writing effective UN reports.	24 Jan—28 Feb (6) Wed 1:30-3:30pm	B2-C1	LMS-2948	
WebEx Practice Sessions	Learn WebEx as a presenter or attendee, 8 Jan—1 Mar	Mon 6-7:30am & Wed 9-10:30am	N/A	LMS-2434	

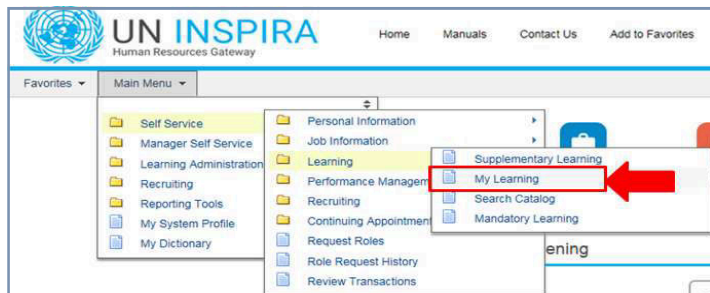
How to register— UN Staff members

IMPORTANT:

Not a UN staff member? To see the instructions for your profile, visit our site

<http://tinyurl.com/guide-externals> . The following instructions are for UN Staff Members only.

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 "keywords" 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 revised before your enrolment is confirmed (you should receive a confirmation e-mail later on).

English

Language & Communication Skills



United Nations

The United Nations Language & Communications Programme

For Multilingualism and Career Development

Ms. Jodi Nooyen

English Programme Coordinator

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General Questions: learning@un.org

Learn about our Programme

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:

hr.un.org/unhq/languages/eligibility-table

When and how can I register?

Placement tests: From 6 November 2017

Courses: 28 November till 28 December or until two weeks before the first lesson of a course.

Register via inspira.un.org (See back)

What time do classes take place?

Classes are usually offered before work, at lunch time, or after work.

How can I get registration help?

Visit one of our Registration Help Clinics:

Tuesdays and Thursday, 28 Nov-28 Dec

1-3pm in Computer Room B / UN Learning Ctr

Do I need to take a placement test?

No, if you are a beginner. Just register. Or, if you're a native speaker or a high-level learner with 'proof' your proficiency (e.g. test score, diploma) write a comment and 'add attachment' (if relevant) with each registration.

Yes, if you're a new student OR if you did not take courses with us for the past two terms. For English, register for one of these:

ROOM	DATE	TIME	INSPIRA	SECTION
Computer Room C	29 Nov		LMS-2610	12
	06 Dec	Wed. 1:00 - 3:00	LMS-2610	13
	13 Dec		LMS-2610	14
	19 Dec	Tue. 1:00 - 3:00	LMS-2610	15
	02 Jan		LMS-2610	16
	09 Jan		LMS-2610	17

More questions?

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

***WebEx Practice Sessions** (LMS-2434) 8 January - 1 March 2018

Practice using WebEx as a participant or as a presenter in any of these "drop-in" sessions :

Mondays: 6-7:30am(New York Time) OR **Wednesdays: 9-10:30am** (New York Time)