

Improve your English

For the Fall 2015 term, only specialized courses will be offered. Choose courses at your level to develop your weaker skills. At the end of the term, you will have the option to retake the placement test.

Beginners

Each of our **Level 1 & 2** courses meets once per week for two hours for 9 weeks.

Reading & Grammar

Mon, 1:30-3:30pm, 5 Oct - 30 Nov, GA

Listening & Vocabulary

Wed, 1:30-3:30pm, 7 Oct - 2 Dec, GA

Conversation & Pronunciation

Fri, 1:30-3:30pm, 9 Oct - 4 Dec, GA

Advanced Beginners

*English Writing for Beginners

Thurs, 12-2pm, 8 Oct- 3 Dec, DC1

Intermediate English Conversation

LMS-1584-9 Wed, 12-1:30pm, 7 Oct- 2 Dec, GA
LMS-1584-10 Thurs, 2-3:30pm, 8 Oct- 3 Dec, DC1

*Intermediate English Grammar

LMS-2136-1 Mon, 6-7:30pm, 5 Oct- 23 Nov, GA
LMS-2136-2 Fri, 1:30-3pm, 9 Oct- 4 Dec, GA

Intermediate to Advanced

Too little time to attend group lessons?
This is for you.

*Guided Self Study

This uses Pearson English Interactive .
Mon, 12-1:30pm, 21 Sept- 14 Dec, DC1

Levels 1-2

Level 3

Levels 4-9

Placement Test

| | |
|------------------------------------|---|
| LMS-1122-37 25 June, 3-5pm, DC2 | LMS-1122-40 30 July, 1-3pm, DC1 |
| LMS-1122-38 9 July, 3-5pm, DC2 | LMS-1122-41 10 September, 1-3pm, DC1 |
| LMS-1122-39 23 July, 1-3pm, DC1 | LMS-1122-42 17 September, 3-5pm, DC1 |

Register for classes or placement exams

Get ready

1. **Check if you are eligible** to take our courses and if you have to pay: bit.ly/lcp-eligibility
2. **Choose up to 2 language courses** (or up to 3 if two are short-term courses).
3. **Set up an Inspira account** if you don't already have one. Write to us to ask how.
4. **Make a PDF copy** of:
 - ⇒ your UN grounds pass, and IF your pass expires before the end of your course, get a signed letter from your supervisor or EO confirming a contract extension.
 - ⇒ (for paying students) your receipt from the Cashiers Office, S-20th floor. Find out how much to pay in paragraph 71 in this document: bit.ly/LCP-IC-2015

Register

1. **Log in** to <https://inspira.un.org>
2. **Click** on Main Menu - (Self Service), Learning - My Learning.
3. **Search the catalog** by typing in the box *placement* or the name of the course, and then click on 'Search'.
4. **Click on enrol** to the right of the placement test or course you want. *If there is more than one option*, again click on 'enroll' to the right of your preference. For day/time/place click on [View details - Schedule—New York](#) .
5. **Upload** PDF documents (see above).
6. Click the 'I agree' box and **Submit Enrolment**. You're not enrolled yet - Wait for a confirmation e-mail.

Check MY LEARNING page for updates

If you see **Action Requested**, click on '[View](#)' to find out what we need.

Don't understand what you need to do?
Contact languages@un.org



English Language & Communication Skills



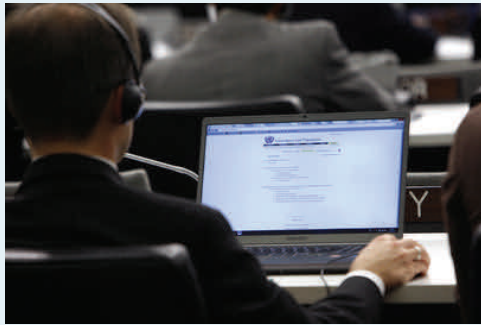
United Nations

The United Nations Language
& Communications Programme

We help the UN communicate.

UN English Language Training Programme
<http://unelp.weebly.com/>

Ms Jodi Nooyen
English Programme Coordinator
nooyen@un.org / 212-963-2001



English for work

Because most UNHQ staff work in English, we offer many courses for developing work-related communication skills. Most courses are for 9 weeks for one 2-hour lesson per week.

To better fit your busy schedule,

we also offer shorter options:

courses that meet for only 4, 6 or 8 weeks.



These courses are marked with a *

Writing & presentation skills

Designed for those who work in English, these courses include group lessons and individual tutoring sessions.

*Advanced Summary Writing

8 group lessons / up to 2 individual sessions

For those who took Summary Writing and want more practice.

LMS-1516-4 **Tues, 11am-1pm**, 6 Oct- 24 Nov, DC2

LMS-1516-5 **Wed, 6-8pm**, 7 Oct- 2 Dec, DC1

Correspondence Writing

8 group lessons / up to 2 individual sessions

Apply UN formats and style guidelines to write more clear, concise and effective e-mail, letters & memos.

Tues, 1:30-3:30pm, 6 Oct- 1 Dec, DC2

*Summary Writing

8 group lessons / up to 2 individual sessions

Learn how to write clear and accurate UN summaries.

LMS-1399-19 **Tues, 1:30-3:30pm**, 6 Oct- 24 Nov, DC1

LMS-1399-20 **Tues, 3:30-5:30pm**, 6 Oct- 24 Nov, DC1

LMS-1399-21 **Wed, 11:30am-1:30pm**, 7 Oct- 25 Nov, DC2

LMS-1399-22 **Thurs, 11:30am-1:30pm**, 8 Oct- 3 Dec, DC2

*Summary Writing Intensive

4 group lessons / 1 individual session

A Summary Writing course with fewer lessons.

(1) LMS-1515-12 **Tues, 9-11am**, 6-27 Oct, Sec

(2) LMS-1515-13 **Fri, 8-10am**, 23 Oct- 13 Nov, Sec

*Writing Skills Workshop

6 group lessons / up to 3 individual sessions

Learn the fundamentals of good writing in English at the UN, and practice with writing you do for work.

Thurs, 1:30-3:30pm, 8 Oct-19 Nov, DC2

*Presentation Skills

4 group lessons / 1 individual sessions

Learn to speak more effectively before groups.

LMS-1175-10 **Thurs, 6-8pm**, 15 Oct-19 Nov, GA

LMS-1175-11 **Fri, 11:30am-1:30pm**, 16 Oct-20 Nov, GA

*Social Media and the United Nations

2 mandatory lessons* and a series of webinars

Tailored for you, try social media platforms and tools; improve your writing; learn from guest presenters; and apply what you learn to a work-related project.

Wed, 9am-12pm, 7 Oct & 9 Dec, DC1

Webinars- every Wed + Thurs 9-10am, 14 Oct- 3 Dec

Other specialized courses

*English Through Songs

Learn vocabulary and grammar through music.

Mon, 6-7:30pm, 5 Oct-23 Nov, GA

Advanced Listening Strategies

Learn and practice strategies to understand spoken English at meetings and in the news.

Fri, 12:30-2pm, 9 Oct-4 Dec, DC2

Pronunciation Skills

Identify what gives you an accent and learn how to be better understood in English.

Wed & Fri 2-3:30pm, 7 Oct-4 Dec, GA

*Reading the News

Read current news using *Easy English News*, learn vocabulary and develop reading strategies.

Wed, 6-7:30pm, 7 Oct-2 Dec, GA

Advanced Conversation

Develop speaking skills and vocabulary. The conversation focus this term is

Halftheskymovement.org

Wed, 1:30-3:30pm, 7 Oct-2 Dec, GA

*Advanced English Grammar

Improve your use of high-level grammar.

LMS-1167-17 **Tues, 11:30-1:30**, 6 Oct- 10 Nov, DC1

LMS-1167-18 **Mon, 3:30-5:30pm**, 26 Oct- 30 Nov, GA

Discourse Strategies

Learn how to be more polite and effective in English at formal meetings and in negotiations.

Part 1 (vocabulary & strategies) —LMS-1169-9

Mon, 1:30-3:30pm, 5 Oct-30 Nov, GA

Part 2 (negotiation skills & more) —LMS-1170-8

Tues, 1-3pm, 6 Oct- 1 Dec, GA

*Exploring the UN

Learn about the history and work of the United Nations. Includes guest presenters and private tour.

Wed, 6-8pm, 7 Oct - 2 Dec, DC2

*Advanced Speaking Skills

Formal Meeting Simulations—LMS-2131-2

Tues, 6- 7:30pm, 6 Oct- 24 Nov, DC1

English Interviewing Skills—LMS-2131-1

Mon, 6-8pm, 12 Oct- 16 Nov, GA

*English Through Comedy

Understand humour through watching sitcoms.

Thurs, 1:30-3pm, 8 Oct- 3 Dec, GA

*Understanding the English Verb System

Learn verbs to read and write more effectively.

Mon, 1:30-3pm, 19 Oct-9 Nov, GA

Level 4+

Level 5+

Level 6+

Level 7+