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

Level 3

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

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

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

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

**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 session  
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, GA

**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