

Learn English / Regular courses

Beginner (level 1) to advanced (level 9). These courses will be from **23 April** to **13 July 2018**. These are "integrated skills" courses, including listening, speaking, reading, writing and grammar.

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	

Learn English / Intermediate specialized courses

For students at Level 3, 4 or 5, we offer these courses to help you develop specific skills.

COURSE	DESCRIPTION	DAY-TIME	CEFR	INSPIRA	SECTION
Intermediate Conversation	Improve your fluency and pronunciation in English.	24 April—12 June (8) Tues 1:30-3:00	A2-B1	LMS-2737	
Introduction to English Writing	Learn to write sentences, paragraphs and short e-mail.	24 May—12 July (8) Thurs 1:30-3:30pm	A2-B1	LMS-2941	
Intermediate Vocabulary	Learn and practice new words as you develop your fluency.	26 April—17 May Thurs 12-1:30pm	B1	LMS-2741	5
		19 June—10 July (4) Tues 1:30-3pm			6
Intermediate Listening	Develop your listening skills and learn more vocabulary.	8 May—26 June (8) 5:30-7pm	B1	LMS-3038	

Summer courses

These courses take place over six weeks, any time from **17 July—31 August 2018**.

COURSE	DESCRIPTION	DAY-TIME	CEFR	INSPIRA	SECTION
English Intensive for Beginners	Develop basic listening, speaking, and reading skills.	17 July—23 August (6) Tue & Thurs 1:30-3pm	A1-A2	LMS-2457	
English for Living in New York	An intermediate-level course to help with daily life tasks.	25 July—29 August (6) Wed 1:30-3:30pm	B1	LMS-2675	
Exploring the United Nations	Learn more about the history & work of the United Nations.	26 July—30 August (6) Thurs 1:30-3:30pm	B2	LMS-2745	
Writing for iSeek via WebEx	Learn and apply advice for writing an effective story or announcement for iSeek.	Wed 11 July 9-11am	B2-C2	LMS-2662	12
		Wed 1 Aug, 9-11am			13
		Wed 5 Sept, 9-11am			14

Learn English / Advanced specialized courses

For students in Levels 6, 7, 8 or 9 - or other high-level learners in English to develop specific skills.

Advanced English Conversation	Develop vocabulary and fluency on a range of topics.	18 May—6 July (8) Fridays 1:30-3pm	B1	LMS-2742	
Advanced Listening Strategies	Enhance your understanding of fast speech and more.	7 May—25 June (8) Mon 1:30-3pm	B1-B2	LMS-3040	
English through Cinema	Watch films to learn cultural references and vocabulary.	27 April—13 July (12) Fridays 12-1:30pm	B1-B2	LMS-2943	
Pronunciation Skills Part I	Become better understood in English. Weekly homework.	25 April—11 July (12) Wed 5:30-7:30pm	B2	LMS-2743	
Pronunciation Skills, Part II	For those who completed "Part I" - for more practice.	27 April—13 July (12) Fridays 1:30-3:30pm	B2	LMS-2944	
Discourse Strategies 1	Become more polite and effective in formal meetings.	25 April—11 July (12) Wed 1:30-3:30pm	B2	LMS-2744	
Exploring New York City	Learn about the UN: people, language & places.	26 April—12 July (12) Thurs 6-8pm	B2	LMS-3039	
Advanced Grammar	Improve your knowledge and use of English grammar.	25 April - 30 May (6) Wed 11:30-1:30pm	B1-B2	LMS-2746	
Understanding English Verb System	Better understand and use the English verb system as you read and in your writing.	23 Apr—14 May (4) Mon 1:30pm—3pm	B2	LMS-3041	1
		21 May—11 June (4) Mon 12-1:30pm			2

Develop your Communication Skills

Enhance your writing and speaking skills for work.

COURSE	DESCRIPTION	DAY-TIME	CEFR	INSPIRA	SECTION
Discourse Strategies 2	Develop negotiation skills in English for formal meetings.	24 April—10 July (12) Tues 1:30-3:30pm	B2	LMS-2945	
Presentation Skills	Learn about and practice giving effective presentations	4 June—9 July (6) Mon 6-8pm	B2-C1	LMS-2946	
Social Media and the United Nations	Learn how to use the most popular social media tools more effectively for work.	8 May & 26 June (8) Tues 9-11am	B2-C2	LMS-3052	
Writing Skills Workshop	With your work examples, learn about effective English writing for work.	6 June—11 July (10) Wed 11:30-1:30pm	B2-C1	LMS-2958	
Summary Writing	Write more clear and accurate UN Summaries	1 May—19 June (8) Tues 11am-1pm	B2-C1	LMS-2747	

Prepare for the English Language Proficiency Exam (ELPE)

Register for the exam by end of April: <https://hr.un.org/page/language-proficiency-examination-lpe>
For additional practice, register to take any of our series of ELPE preparation courses via WebEx.

COURSE	DESCRIPTION	DAY-TIME	CEFR	INSPIRA	SECTION
English LPE Preparation	Develop a study plan for this United Nations exam.	Tues 3:15-5:15 / 15 May—5 June (4)	B2-C1	LMS-3042	1
		Tues 11am-1pm / 19 June—10 July (4)			2
		Friday 11am-1pm / 22 June—13 July (4)			3

How to register— UN Staff members

Not a UN staff member? Register via eLearning@un.org

For instructions:

(1) Go to: hr.un.org/unhq/languages/english (2) Click "Registration" (3) Click "...for external learners"

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

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Learn about UNHQ courses Spring-Summer 2018

Who can take a course in New York?

UNHQ staff; delegates of Permanent Missions and Observer States; staff members of UNDP, UNICEF, UNFPA and UNOPS in New York; now spouses and more. Check full list of who can take courses, [for free](#) or [for a cost](#).

Do I need to take a placement test?

No, if you are a beginner. Just register.

Or, if English is your primary language or you're a high-level learner with 'proof' of proficiency (e.g. test score, diploma). Write a note and 'add attachment' (if relevant) with each registration.

When and how can I register?

Placement tests: From 19 February 2018

Courses: From 13 March till 10 April until two Fridays before the first lesson of a course.

UN staff: Register via inspira.un.org (See back)

Others: Register via eLearning.un.org

For instructions:

1. Go to: hr.un.org/unhq/languages/english
2. Click on "Registration"
3. Click on "Registration for external learners"

How can I get registration help?

Visit us **Tuesdays & Wednesdays 1:30-3:30pm** 14 March-10 April in the United Nations Learning Centre, **Computer Room B**

More questions? Visit <https://hr.un.org/language-programmes-unhq>

ROOM	DATE	TIME	INSPIRA	SECTION
Computer Room C	14 March	Wednesday 3:30-5:30pm	LMS-2610	22
	19 March	Tuesday 1-3pm	LMS-2610	23
	26 March		LMS-2610	24

Please see our **English online courses brochure** for other instructor-led courses you can take from any location with an Internet connection.