



## Secretariat

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## INFORMATION CIRCULAR N°. 11

Subject: Language Courses / Self Study Opportunities: 15 April – 12 July 2002**1. LANGUAGE COURSES (Enrolment deadline: 5 March 2002)**

Language courses are offered in the six official languages of the United Nations. A full description of the Language Training Programme is available on the Staff Development and Learning intranet site accessible via the UNOG portal <http://157.150.71.85/home> under 'Other Intranets' and 'Staff Services'. Course times are mentioned on the application form.

As of the Spring 2002 term (15 April - 12 July) all the language classes will be held in the Prefabocage except the French, which will have already moved to the Bocage Annex. Please note the new schedule<sup>1</sup> that follows for the French general courses.

**Spring 2002 schedule**

<b>General courses: 48 hours / term</b>	<b>Special courses: 26 hours / term</b>
(for all languages, but note the new French schedule for intermediate and advanced levels)	(this term for advanced French - post level 8 or LPE)
Arabic, Chinese, English, Russian, Spanish and beginning French (levels 1 - 2 - 3)	Oral Expression in French Written Expression in French
1 hour / 4 x week	2 hours a week



GE. \* 2 0 0 2 0 0 0 4 3 4 \*

ENG

<sup>1</sup> On an experimental basis, French intermediate and advanced courses will be offered in 2-hour blocks twice a week during the Spring 2002 term.

<b>New schedule for French general courses</b>
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Intermediate French: levels 4 - 5 - 6 1 hour / 4 x week or 2 hours / 2 x week
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Advanced French: levels 7 - 8 2hrs / 2 x week
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## Eligibility

- UNOG staff members who have a contract until at least **12 July 2002**.
- Staff members of specialized agencies and other international organizations who have their applications authorized by their respective Personnel/Training Section.
- Retirees, diplomatic staff of permanent missions, service organizations in the Palais, NGOs accredited to UNOG, press corps, consultants and adult dependants who are accepted on a fee-paying basis. (General course - SF 515, Specialised course - SF 325).

## Application procedure

- Complete the attached application form and obtain authorisation from your supervisor (if applicable as explained on the form) and submit it **no later than 5 March 2002**.
- If you are a complete beginner, ask Jane Drake, Language Training Secretariat, for an appointment to take a placement test. By e-mail please: [jdrake@unog.ch](mailto:jdrake@unog.ch).

## Notification

- Check class listings for your class details. At the beginning of April these lists will be posted on our intranet site (see para. 1) as well as in the Palais des Nations at Doors 2, Door 6 and on the Training notice boards in front of the cafeteria. They are also posted in the specialized agencies and other international organizations. You will receive a written confirmation of your place in class as well.
  - Please notify the Secretariat in advance if you must be absent during the first week of term. Failure to do this will result in your place being given to an applicant from the waiting list. *Students who are going to miss more than the first week of term will not be accepted into a course.*
  - You are expected to purchase course materials recommended by your teacher.

For further information contact Jane Drake, Language Training Secretariat, <a href="mailto:jdrake@unog.ch">jdrake@unog.ch</a>
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## 2. SELF STUDY

### Self-study and Resource Centre

The Self-study and Resource Centre, Prefabocage, PRE-3, is open to students participating in the Language Training Programme as well as to all UN staff members.

Self Study and Resource Centre	
Hours	Material
Monday -Thursday 09:00 - 18:00 Friday 09:00 - 14:00	<ul style="list-style-type: none"> <li>• Languages: reference materials, authentic documents (radio, press), listening and reading comprehension materials and computer exercises, CD-ROMs and videos.</li> <li>• Communication and management skills: videos and CD-ROMs</li> <li>• Computer Software: on-line tutorials and CD-ROMs.</li> <li>• Internet access</li> </ul>

### Directed Self-study

Directed self-study courses are offered in English and French if you are entitled to follow UN courses.

Directed Self-Study in English and French	
<b>Time:</b>	Flexible
<b>Objectives/content:</b>	According to individual needs
<b>Target audience:</b>	English: Intermediate, advanced and post-LPE levels
<b>Terms:</b>	French: All levels except complete beginners Individual interview and needs analysis Negotiated contract Pedagogical material and assistance throughout course Access to Self-Study and Resource Centre Group work Evaluation
<b>Session type A:</b>	SF 515 (60 hours)
<b>Session type B:</b>	SF 325 (30 hours)

## Information and enrolment

English: Ms Pamela Schaffner, e-mail: [pschaffner@unog.ch](mailto:pschaffner@unog.ch)

French: Madame Monique Salmon, e-mail: [msalmon@unog.ch](mailto:msalmon@unog.ch) (consultation obligatory before signing up.)

Detailed descriptions of the Self-Study and Resource Centre and the Directed Self-Study Programme are available at the 'Centre' and on our intranet site, accessible via the UNOG intranet portal <http://157.150.71.85/home> under 'Other Intranets' and 'Staff Services'.

**COURSE APPLICATION PART A – ENROLMENT DEADLINE: 5 MARCH 2002**

UNOG staff members - send your application form to the Staff Development and Learning Section, Prefabocage, PRE-1. Members of other international organizations - submit your application form through your Personnel Service. For mission staff and all dependents - attach PTT receipt and send your application form to the Staff Development and Learning Section, Prefabocage, PRE-1, Palais des Nations, 1211 Geneva 10.

**FOR ALL APPLICANTS**

Title of course:	Date(s) of course:
Surname (Mr./Ms.):	First name:

**FOR UNOG STAFF MEMBERS AND MEMBERS OF OTHER INTERNATIONAL ORGANIZATIONS**

Organization:	Division:	Section:
Office no.	Office tel.	Private tel.
Email:	UN index no. (See pay slip)	

Category: G P Consultant Intern (circle as appropriate)

Type of appointment: Permanent Fixed-Term Short-Term

Expiry date:

**FOR SUPERVISOR**

Name/Title:

Signature: Date:

**FOR HUMAN RESOURCES SERVICE OF SPECIALIZED AGENCIES AND OTHER INTERNATIONAL ORGANIZATIONS**

Name of organization:

The above organization agrees to contribute to the cost of the applicant's enrolment in this course.

Name and title of authorized Personnel/Human Resources Officer:

Signature: Date:

**FOR DEPENDANTS AND STAFF MEMBERS OF PERMANENT MISSIONS**

I am the spouse/dependent of:

I am a staff member of the permanent mission of:

Address and telephone no.:

E-mail:

## COURSE APPLICATION PART B - ENROLMENT DEADLINE: 5 MARCH 2002

I wish to enroll in (please indicate language and level, if known)	Language:	Level:	
<p>I will attend a placement test: YES NO (please circle as appropriate)</p> <p>If you are a complete beginner mark level 1 in the box above (a placement test is not necessary).          If you are a new student (and not a complete beginner) or you have not been enrolled in the UNOG language programme during the past 2 terms you will need to take a placement test. You can make an appointment for a placement test by email – <a href="mailto:jdrake@unog.ch">jdrake@unog.ch</a></p>			
My last enrolment in a UN language class was:	Year/Term	Language	Level
<p>For students currently enrolled in a general course.          If I am not successful in the end-of-term examinations, I wish to: (please circle as appropriate)</p> <p>Continue and pay repeat fee (SF. 150 for UN staff members; SF. 515 for all others).</p> <p>Cancel this application</p>			

## FOR FRENCH COURSES ONLY

Indicate your first (1) and second (2) choice  
 The shaded boxes indicate that courses are NOT offered at these times for certain levels

Time	8:00-9:00 4 times per wk	11:30-12:30 4 times per wk	12:30-13:30 4 times per wk	13:30-14:30 4 times per wk	11:30-13:30 2 times per wk	12:30-14:30 2 times per wk
Level 1						
Level 2						
Level 3						
Level 4						
Level 5						
Level 6						
Level 7						
Level 8						

## FOR ARABIC, CHINESE, ENGLISH, RUSSIAN AND SPANISH COURSES

Choice	8:00-9:00 4 times per wk	11:30-12:30 4 times per wk	12:30-13:30 4 times per wk	13:30-14:30 4 times per wk	
1 <sup>st</sup>					
2 <sup>nd</sup>					
3 <sup>rd</sup>					

IF REQUIRED, PLEASE ATTACH RECEIPT OF PAYMENT. WITHOUT IT YOUR APPLICATION WILL NOT BE  
 TAKEN INTO CONSIDERATION!