



Secretariat

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INFORMATION CIRCULAR N°. 31

Subject: Language Courses, Communications Courses and
Self Study Opportunities
15 September – 12 December 2003

1. **LANGUAGE COURSES (Enrolment deadline: 24 June 2003).
APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.**

Due to the heavy demand placed on the language training programme, in the coming terms **priority will be given to continuing students who are already in the programme** (provided that they re-enrol before the deadline). Consequently, there will be a limited number of places available to new applicants and **places will be allotted on a first come, first served basis**. All applicants will be notified in writing as to whether or not they have a place.

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 at <http://157.150.73.60>. Please note that this intranet site is accessible to staff members of the UN Secretariat only.

Autumn 2003 schedule

<p>General courses: 48 hours / term for all languages</p>	<p>Special courses: 24 hours / term offered in Russian</p>
<p>Arabic, Chinese, English, Russian, Spanish Beginning French (levels 1 – 2 – 3) 1 hour / 4 x week</p>	<p>Oral Expression in Russian 2 hours a week For level 8 and post-LPE students only.</p>



Intermediate and advanced schedule for French general courses	
<p>Intermediate: levels 4 – 5 – 6 1 hour / 4 x week <i>or</i> 2 hours / 2 x week</p> <p>Advanced: levels 7 – 8 2hrs / 2 x week</p>	<p>For general courses meeting for 48 hours per term, 13 or more absences FOR ANY REASON will result in an “incomplete”. Students who receive an “incomplete” will not receive an end-of-term evaluation and will need to pay the repeat fee in order to continue in the programme.</p>

Eligibility

- UN staff members who have a contract until at least **12 December 2003**.
- 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 UN, press corps, consultants and adult dependents who are accepted on a fee-paying basis (General courses – SF 515, Specialised course – SF 325).

Application procedure

- Complete the attached application form and obtain authorisation from your supervisor (if applicable – **please note that your supervisor must authorize both your 1st and 2nd time choices**). Submit your form **no later than 24 June 2003**. **Any applications received after this date will not be accepted and will be returned to the applicant.**
- **Unless you are a complete beginner, contact Jane Drake, Language Training Secretariat, for an appointment to take a placement test. By e-mail please: jdrake@unog.ch. It is the responsibility of the applicant to email the Language Training Secretariat, before the 24 June 2003 deadline, to make an appointment for a placement test. Failure to take a placement test will result in the applicant not being admitted to a class.**

Notification

- Check class listings for your class details. In mid-August these lists will be posted on our intranet site (see para. 1) as well as in the Palais des Nations at Door 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 writing and in advance if you must be absent during the first week of term. Failure to do so will result in your place being given to an applicant from the waiting list. If you miss more than the first week of term you will not be accepted into a course and your enrolment will be cancelled. If you expect to be absent during the enrolment period you can notify the Secretariat in writing and submit an application form in advance.
- You are expected to purchase course materials recommended by your teacher.

<p>For further information contact Jane Drake, Language Training Secretariat, jdrake@unog.ch</p>
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2. SELF STUDY

Self-study and Resource Centre

The Self-study and Resource Centre, Annex Bocage 2 - 109 , 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"> • Languages: reference materials, authentic documents (radio, press), listening and reading comprehension materials and computer exercises, CD-ROMs and videos. • Communication and management skills: videos and CD-ROMs • Computer Software: on-line tutorials and CD-ROMs • Internet access

Directed Self-study

Directed self-study courses are offered in English and French.

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

Information and enrolment

English: Ms. Pamela Schaffner, e-mail: pschaffner@unog.ch or Ms. Christine De Castro, e-mail : cdecastro@unog.ch

French: Mme Monique Salmon, e-mail: 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 on our intranet site at <http://157.150.73.60>. Please note that this intranet site is accessible to staff members of the UN Secretariat only.

3. Communications Courses

Eligibility

- UN staff members who have a contract until at least **12 December 2003**

Writing Skills - English

This course is delivered in a flexible mode over 12 weeks, with 8 hours of face-to-face contact, coaching and an internet program of study and assignments with regular feedback. Specializations include Report Writing and/or Administrative Writing. The course is for people whose main working language is English. Participants should be post-proficiency level or mother tongue English. For further information please contact Carol Waites, email: cwaites@unog.ch

Presentation Skills - English

This course is delivered in a flexible mode over 12 weeks with approximately 10 hours of group sessions, individual coaching and feedback, a guided program on the internet and possible video and/or CD-Rom viewing in our Resource Center which will allow you to develop effective presentation skills. The course is for people whose main working language is English. Participants should be post-proficiency level or mother tongue English. For further information please contact Pamela Schaffner, email: pschaffner@unog.ch

(Signed) Bertrand **Jupp**in de Fondaumière
Director, Division of Administration

**COURSE APPLICATION PART A - ENROLMENT DEADLINE 24 JUNE 2003
INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**

UN staff members - send your application form to the Staff Development and Learning Section, Annex Bocage 2 – room 3. 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, Annex Bocage 2 – room 3, Palais des Nations, 1211 Geneva 10.

FOR ALL APPLICANTS		
Title of course:	Date(s) of course:	
Surname (Mr./Ms.):	First name:	
FOR UN STAFF MEMBERS AND MEMBERS OF OTHER INTERNATIONAL ORGANIZATIONS		
Organization:	Division:	Section:
Office No.:	Office tel.:	Private tel.:
E-mail:	UN index No. (See pay slip)	
Category:	G P Consultant Intern (circle as appropriate)	
Type of appointment:	Permanent Fixed-Term Short-Term (circle as appropriate)	
Expiry date:		
FOR SUPERVISOR (both 1st and 2nd time choices are authorized)		
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 Human Resources Officer:		
Signature:	Date:	
FOR DEPENDENTS AND STAFF MEMBERS OF PERMANENT MISSIONS		
I am the spouse/dependent of:	FOR MISSION STAFF (Please tick as appropriate) Accredited <input type="checkbox"/> Non- accredited <input type="checkbox"/>	
I am a staff member of the permanent mission of:		
Address and telephone no.:		
E-mail:		

COURSE APPLICATION PART B - ENROLMENT DEADLINE: 24 JUNE 2003

I wish to enrol in (please indicate language and level, if known)	Language:	Level:	
I will attend a placement test: YES NO (please circle as appropriate)			
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 e-mail – jdrake@unog.ch			
My last enrolment in a UN language class was:	Year/Term	Language	Level
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)			
Continue and pay repeat fees (SF. 150 for UN staff members; SF. 515 for all others).			
Cancel this application			
The repeat fee is compulsory for any level which is repeated!			

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 x wk	9:00-10:00 4 x wk	11:30-12:30 4 x wk	12:30-13:30 4 x wk	13:30-14:30 4 x wk	11:30-13:30 2 x wk	12:30-14:30 2 x 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 x wk	9:00-10:00 4 x wk <i>*For English Only</i>	11:30-12:30 4 x wk	12:30-13:30 4 x wk	13:30-14:30 4 x wk
1 st					
2 nd					
3 rd					

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