



For all staff members working outside of the United Nations Secretariat: this circular must be read in conjunction with the internal rules and regulations of your Organization regarding training activities.

INFORMATION CIRCULAR N° 4

Subject: Writing Skills in English
20 April – 10 July 2009

Deadline for enrolment – 10 March 2009

Writing Skills Options in English

Courses in writing skills are offered to three distinct audiences:

Administrative Writers - for people with administrative functions, who need to focus on:

- drafting emails, letters and memoranda
- taking minutes of meetings
- improving linguistic accuracy, style and tone

Administrative and Report Writers – for people who perform administrative and some report writing functions, who need to focus on one or more of the following:

- drafting letters, memoranda and proposals
- reporting on meetings
- organizing events (flyers, letters of invitation, schedules, etc)
- editing other people's work

Report Writers - for people who write reports, chapters of reports, reports on missions, press releases and other substantive matters.

Entry requirements

This course is intended for people whose main working language is English. If participants are not native speakers of English, they should be at a post-proficiency level (equivalent to having passed the LPE English exam or have completed level 8 English at the United Nations).

Overall course objective for all participants

To improve English writing skills for professional purposes.

What is expected of participants

- to attend three or four ninety-minute morning workshops (these must include the Introductory Workshop)
- to submit four assignments by email (samples of your own professional writing)
- to redraft texts based on comments from the tutor

Course duration and delivery format

The courses are 12 weeks long. Participants plan their own timetable and work at their own pace on materials suitable to their particular situation.

Contact point

For further information, please contact Carol Waites (Administrative Writing and Report Writing) Telephone: 022/9174972 or by email at cwaites@unog.ch or Sarah Jordan (Administrative Writing) Telephone: 022/9173281 or by email at sjordan@unog.ch or Gary Lebowitz (Report Writing) Telephone: 022/9174410 or by email at glebowitz@unog.ch

Method of Enrolment

UNOG Secretariat staff members should enrol by filling out the attached application form. It must be authorized by your direct supervisor and sent to the Language Training secretariat, Office 8 – Annex Bocage 2, SDLS by 10 March 2009.

FOR STAFF OF ECE, OCHA, OHCHR, UNCC, UNCTAD, UNHCR, UNIDIR, UNEP, UNITAR AND UNRISD

Please fill out the attached application form and send it to the Language Training secretariat, Annex Bocage 2 - room 8. Your application form must be signed by your immediate supervisor (part 1 of the application form) and also by your Human Resources Service (part 2). The cost of this course is equivalent to the cost of a general course (SF 515 per term for paying students).

Points of contact for the following organizations are:

ECE - Ms. M. Sevilla 's office
OCHA - M. G-L Faccin's office
OHCHR - Ms. I. Tsikata's office
UNCC - Mr. A. Kroeskop's office
UNCTAD - Ms. C. Cruchaga's office
UNHCR - Ms. S. Mesli's office
UNIDIR - Ms. P. Lewis, Director
UNEP - Mr. C. Bouvier's office
UNITAR - Ms. M. Vasilescu's office
UNRISD - Mr. T. Mkandawire, Director
in the case of UNOG, no signature is required under Part 2

For all other external agencies, diplomatic missions or NGOs, please have your application form endorsed by your respective human resources service and submit your application with proof of payment. Staff members of diplomatic missions and dependents of staff members must also submit a copy of their "carte de legitimisation" or an attestation from the employer of their spouse confirming their marital status. The cost of this course is equivalent to the cost of a general course (sf 515 per term for paying students).

Payments procedure

Payments can be made as follows:

1) At any office of the Swiss Postal Services (PTT) by *bulletin de versement*.
United Nations Geneva, Special Accounts, PTT Account number **12-5904-2**.

2) Via e-Banking:
UBS IBAN No. **CH40 0900 0000 1200 5904 2**
United Nations Geneva, Special Accounts, Division des Finances, 1202 Genève.

In both cases, please indicate in the box *motif versement* the following information:

ZEB for staff members and spouses of Specialized Agencies.

UNA for UNOG dependents, staff of diplomatic missions and NGOs.

APPLICATIONS RECEIVED AFTER THE DEADLINE ARE NOT GUARANTEED A PLACE IN CLASS AND WILL BE PLACED ON A SPACE AVAILABILITY BASIS.

(Signed) Aminata **Djermakoye**
Director, Division of Administration

**ENROLMENT DEADLINE – 10 MARCH 2009
INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**

1. FOR ALL ENGLISH WRITING SKILLS STUDENTS

Family name: _____ First name: _____

Organization/Mission: _____ Division: _____ Section: _____

I am the spouse of : _____ Organization/Mission: _____

Email: _____ Telephone number: _____

Category: G P D Grade: _____ Consultant Intern JPO Other Expiry date of contract: _____

Name of supervisor/title: _____

Signature of supervisor: _____ Date: _____

2. FOR HUMAN RESOURCES SERVICE OF SPECIALIZED AGENCIES AND OTHER INTERNATIONAL ORGANIZATIONS (including ECE, OCHA, OHCHR, UNCC, UNCTAD, UNHCR, UNIDIR, UNEP, UNITAR and UNRISD)

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: _____

3. STUDENT LANGUAGE DETAILS

Mother tongue: _____

If you are not mother tongue English have you passed the English Language Proficiency exam? If so, when?

What other English language courses have you followed? When? _____

What other English language exams have you taken? When? _____

What percentage of your time do you work in English? _____

What other information can you give to support your level of English? _____

What percentage of your writing is in English? _____ %

Do you write reports in English? _____ If so, approximately how many per year? _____

What type of reports do you write? _____

What type of administrative writing do you do? Please indicate. Emails Letters Memos Circulars
Minutes of meetings Other (please specify) _____

Do you edit other people's work in English? _____

What type of writing do you wish to specialize in? Administrative Writing Administrative and Report Writing Report Writing