

ENGLISH FOR DIPLOMACY / POLITICS

This course is to develop the participant's skill, confidence and overall effectiveness in the above areas. To help the participant to prepare for a specific and urgent future event.

COURSE CONTENT

In addition to formal classroom teaching, study activities include roleplay, case studies and simulations, as well as video and audio recorded simulations.

This may include any of the following areas:

- Discussing public policy
- Social English in the diplomatic/political arena
- Discussing economic & econometric issues
- Trade & Tariff negotiations
- Policing and information sharing
- Issues relating to security and defence
- Dealing with the press: answering questions, diverting questions, interview management
- Working/dealing with foreign embassies, discussing diplomatic accreditation
- Discussing, preparing and agreeing on joint statements
- Cultural events
- Multicultural communication

LANGUAGE ABILITIES

The focus of the course is on practical & effective communication in:

- Meetings and discussions
- Negotiations
- Making presentations
- Dealing with numerical data
- Telephoning / teleconferencing
- Socialising and entertaining
- E-mail, fax, letter and report writing
- Cross-cultural awareness
- Diplomatic speech

TOPICAL ISSUES

The course covers the following functional areas:

- Introductions and greetings
- Giving personal information
- Giving instructions, directions and commands
- Offering and requesting
- Expressing opinions: agreeing and disagreeing
- Giving advice, suggestions and recommendations
- Dealing with complaints: explaining and apologising
- Expressing need and obligations
- Discussing schedules, timetables and deadlines
- Making and changing appointments
- Socialising and entertaining, ordering meals and drinks
- Describing past actions and relation of past to present
- Comparing: similarity/difference/advantage/disadvantage
- Discussing future plans: forecasting and hypothesizing

SOCIAL ABILITIES

Professional hospitality, entertaining visitors and handling social situations are important for many professional people. Areas covered include:

- Meeting and greeting
- Arranging and cancelling appointments/social engagements
- Small talk

KEY FACTS

By the end of the course you will be able to:

- Communicate more fluently and effectively in a range of professional situations
- Use a greater range of professional and work-related vocabulary
- Socialise more confidently to build relationships