

Diplomatic English Course

As a professional working in the diplomatic field, you will already be aware of the importance of clear, concise and effective communication. The Diplomatic English course is designed for professionals in the diplomatic field who need to do more than just communicate well in English. The course specifically addresses such areas as register and style in spoken English, enabling you to understand and use nuances and subtleties to communicate confidently and effectively in conversation. Focus is also placed on giving presentations and public speeches.

Who is this course for?

We invite you to attend this course if you are already working at any level of seniority in the diplomatic services. This course is also suitable for government employees and international agency staff.

What are the course requirements?

We ask that you complete a short Needs Analysis. We may also ask for an online video assessment (eg. Skype) to establish your motivations and goals and to ascertain your level of English (B2 Upper Intermediate or above is ideal).

How long can I take this course for?

The course is as flexible as you need it to be. You can take it for as little as 1 week or for several months. Classes begin on the first Monday of any month and you can choose a time that is convenient to you - a morning class (9.15-12.30) or an afternoon class (12.40-16.35), or a combination of both.

What topics are covered in this course?

Effective writing

- Formal writing skills: style, accuracy and structure.
- Email etiquette
- Writing letters and reports
- Writing on technical topicseg, Diplomatic Law: Privileges and Immunities.
- Writing speeches

Understanding diplomatic terminology

- Working in an international diplomatic environment
- Becoming familiar with roles and responsibilities

Spoken communication

- Tone, register and style
- Giving presentations
- Chairing meetings
- Speaking on the telephone
- Giving public speeches

Your career in international and diplomatic relations requires the utmost precision with regard to language and communication skills. This course is designed so that you will gain experience in formal writing skills where register, structure and accuracy are equally important. The Diplomatic English course recognises the need to communicate effectively and unambiguously to create and maintain successful diplomatic relations. It is fully devoted to you, the student, to aid maintenance and progression in this field.

