



**INTERNATIONAL
LANGUAGE CENTRES**

English for Diplomats and Public Service Officials



Auswärtiges Amt

**Proud provider of English courses
for German Federal Foreign Office
Diplomats for over 20 years**

English for Diplomats

Elevate Your Diplomatic Communication Skills with ILC's ESP Course.

Course Overview

Mastering English is essential for effective international communication, especially for those in inter-governmental roles, NGOs, and various public sector positions. **International Language Centre (ILC)** offers a comprehensive course designed to enhance the language skills necessary for participating in meetings, debates, and discussions, as well as for chairing meetings and persuading others. Ideal for diplomats, government representatives, parliament members, civil servants, and professionals involved in international work, this course provides extensive training to boost your confidence and fluency in English.

About ILC

For over 20 years, ILC Colchester has been delivering specialist attaché courses to the Foreign Office in Berlin, Germany, drawing on over 50 years of experience in the Professional English Language sector. The success of these programs is attributed to the strong partnership between ILC, the Client, and the Course Coordinator, ensuring that materials and methods are continually updated to meet the evolving needs of participants.



Target Audience

- + Diplomatic personnel
- + Government employees
- + International agency staff
- + Professionals in international diplomacy
- + Members of international working parties
- + Individuals on fact-finding missions
- + Public sector and NGO workers engaged in international activities



Why enrol in Our English for Specific Purposes programme?

Our specialised course aims to prepare you for active participation in international meetings, discussions, and debates with confidence and persuasiveness. The program includes a variety of interactive activities such as role-plays, presentations, vocabulary development, language analysis, and extensive feedback sessions. You'll have plenty of opportunities to engage in meaningful discussions and debates with fellow professionals.

Program Goals and Benefits

- Gain confidence in using English in diplomatic settings to represent your organization or country professionally.
- Develop the language skills necessary to chair, participate in, and conduct meetings and discussions in an international context.
- Learn appropriate diplomatic language for negotiations, particularly in conflict resolution.
- Expand your vocabulary related to trade, business, economics, and current and foreign affairs.
- Improve your ability to deliver clear and impactful speeches and presentations on diverse topics.
- Enhance your language skills for socialising and entertaining foreign guests.
- Learn to write clear and concise emails.



Course Content

The course covers a wide range of topics tailored to the participants' needs. A pre-course Needs Analysis ensures that the program is customised to the specific requirements of each group. Key areas covered include:

- **Effective Communication:** Reporting complex international issues, introducing yourself and your function, and describing your organisation.
- **International Meetings:** Formal and informal meeting protocols, chairing meetings, and making effective speeches.
- **International Negotiations:** Crafting opening statements, understanding negotiation stages, and reaching agreements.
- **International Presentations:** Planning content, understanding your audience, handling questions, and managing negative reactions.
- **Written Communication:** Reading complex reports, writing formal and informal emails, summarising, and reviewing.
- **Social and Networking Skills:** Welcoming guests, hosting events, socialising, and networking.
- **Language Development:** Grammar reviews, vocabulary building, fluency development, and improving listening and reading skills.

Sample Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
9.15-10.45	Discussion on current affairs topics ● Vocabulary ● Reading ● Reporting orally ● Discussion	Economics and Politics Reading ● Explaining charts orally ● Note-taking ● Vocabulary ● Discussion	Handling meetings ● Language input ● Role-plays	Speaking: Making or responding to a protest ● Language input ● Role-plays	Speaking: Resolving a predicament ● Language input ● Role-plays
11.15-12.45	Evaluating and writing a speech ● Listening ● Language input	Summarising in writing and orally	Guest Speaker: Chair of local Magistrates' Court ● Listening ● Formulating questions	Writing and delivering a Press Statement	Giving a speech with expert evaluation ● From the English-Speaking Union



Client Feedback:

Participants consistently praise the course for its well-balanced structure and relevance to current affairs. Georg Kohler, Head of Language Training at the German Foreign Service Academy, stated, "We are extremely pleased with the ongoing success of the GATTs programme at ILC. All individuals attending this unique course obtain good grades in their final exams following their study programme in Colchester."

Benefits for Diplomats and Public Service Officials

- ⊕ Enhance your professional English skills through challenging discussions.
- ⊕ Improve your ability to engage in detailed and complex discussions in English.
- ⊕ Analyse and discuss relevant, challenging case studies.
- ⊕ Boost your confidence in using English.
- ⊕ Develop essential language skills for career advancement.

Join Us

Elevate your diplomatic and public service communication skills with our English for Diplomats and Public Service Officials course. Take the next step in your career with **ILC's** expert training and proven methodologies.