ENGLISH FOR
DIPLOMATS
Programme Overview

The English for Diplomats Programme provides intensive English language training to diplomats, ambassadors, government and embassy officials and representatives of nongovernmental organisations. The programme is designed to further develop and enhance the client’s ability and confidence in all aspects of their English language skills.

The programme aims to encourage clients to develop:

- their ability to read and understand newspaper and magazine articles on politics, economics, commerce, culture and social affairs
- their ability to listen to and understand radio and television programmes on politics, economics, commerce, culture and social affairs
- writing skills, focusing in particular on emails, letters and reports
- negotiating and speaking skills
- media interview and formal presentation skills
- their awareness of pronunciation problems and how to remedy them through elocution training

CONTACT US
to arrange a telephone interview with our Director of Studies

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25 Carlton Hill, London, NW8 0JX, United Kingdom
**Pre-course assessment**

The pre-course assessment is designed to assist tutors to identify areas for improvement in the client’s English capabilities. The pre-course assessment will be used as a basis for the Director of Studies to select the appropriate teaching methodologies and allocate a team of tutors to the client. It is sometimes necessary to arrange a telephone or online interview before the course starts to help clarify certain details.

**Programme Outline**

The English for Diplomats Programme is tailor-made to cater for each client’s specific needs, ensuring that the pace and level of teaching is appropriate for the individual. The programme will however generally comprise the following elements:

- English for Diplomacy
- English for Business and Economics
- Media Interview and Public Speaking Workshops
- English Grammar and Vocabulary Expansion

**English for Diplomacy**

The programme focuses on developing the key linguistic skills required by clients in the field of international diplomacy, including:

- Diplomatic correspondence and report writing
- Linguistic techniques for handling media interviews
- Speech writing and delivery
- Language of persuasion and negotiation, acquiescence and refusal
- Linguistic precision and techniques for paraphrasing and clarifying
- Employing and understanding humour, sarcasm, hyperbole and understatement
- Making ‘small talk’ at meetings, receptions and official events
- Making impromptu speeches and toasts
- Elocution training and accent reduction
- Apologising
**English for Business and Economics**

This element of the programme consists of the study of the language and terminology used in Business and Economics. Emphasis will be placed on developing the client’s confidence in communicating orally in business-related contexts. Classroom sessions will be tailored to the individual needs of the client but may focus upon, for example, developing techniques for participating and chairing meetings and presentation skills. These sessions are also aimed at expanding the client’s business vocabulary to enable him/her to explain and discuss complex concepts with clarity and precision.

You will be given opportunities to put into practice the techniques developed in the classroom through short presentations, mock meetings and negotiations, participating in discussions on a variety of topics and writing business emails and reports.

**Media Interview and Public Speaking Workshops**

The programme will focus both on developing the listening and comprehension skills necessary to understand media reports, as well as developing speaking skills for undertaking media interviews and press conferences. Our schools are fully-equipped for this purpose and have lecture theatres with video recording facilities for playback analysis and review.

The programme may also include language training focusing on the delivery of presentations, including:

- the components of an effective presentation
- preparation and research
- structuring and timing a presentation
- delivery styles and elocution
- non verbal communication
- dealing with international audiences
- answering questions from the floor

You will be given plenty of opportunity to develop and practise your presentation skills throughout the course and will receive ongoing tutor support, feedback and advice.
English Grammar and Vocabulary Expansion

This element of the programme is designed to focus on the client’s understanding of English grammar and the breadth and depth of his/her English vocabulary. Lessons will focus on the individual's particular problem areas, if any, and will also provide clients with an opportunity to ‘fine-tune’ their grammar skills.

Vocabulary training will be tailored to the particular needs of the individual and may be conducted through a variety of formats.
Individual coaching is the most effective and efficient way to learn, which is why all our Diplomatic English training programmes are one-to-one.

A short plenary seminar on the news of the day is held each morning to ‘kick start’ the day and encourage discussion amongst clients, which is a vital part of successful language learning.
Below is a sample of our tutor profiles from our school in Oxford.

**Tutor 1**

Age: 45  
**Academic Qualifications:** DPhil Politics (University of Oxford)  
**Years experience of language teaching:** 24  
**Professional experience outside language teaching:** Tutor of politics in University

**Tutor 2**

Age: 54  
**Academic Qualifications:** Masters: The Concept of the Heroic in Post-Renaissance Literature (University of Oxford)  
**Years experience of language teaching:** 26  
**Professional experience outside language teaching:** Tutor on various literature courses, Drama workshop leader, Given various public lectures

**Tutor 3**

Age: 66  
**Academic Qualifications:** MA Politics, Philosophy and Economics (University of Oxford), Law Society Finals  
**Years experience of language teaching:** 5  
**Professional experience outside language teaching:** 23 years as a lawyer in London. 15 years as a Shipping and Trading Executive (Asia-Pacific region)

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**TEACHING STAFF**

Our tutors are mature, experienced and sensitive to clients’ needs. More than just English teachers, the tutors have ‘real world’ work experience, which they incorporate into the learning environment.

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Choose from one of the options below to book your place on this course:

1. **Apply Online**
   Visit our website at [http://www.oxfordelite.com/apply-online](http://www.oxfordelite.com/apply-online) to book online securely. This is the preferred way for us to process your application.

2. **Telephone**
   Call us on +44 208 1234 782 and your Personal Assistant will talk you through the application.

**Any Questions?**

Please browse our Frequently Asked Questions on our website:


Alternatively, please don’t hesitate to contact us via phone or email and we will be delighted to assist you.

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**Course price includes:**
- Tuition
- Audio/video/CD-ROM library
- Support of academic counsellor
- Internet/e-mail facilities
- Initial testing service
- Loan of all course materials
- Course certificate
- 3 social events each week including excursions