

BỘ TƯ PHÁP
VỤ TỔ CHỨC CÁN BỘ

CỘNG HOÀ XÃ HỘI CHỦ NGHĨA VIỆT NAM
Độc lập - Tự do - Hạnh phúc

Số: 665/TCCB-ĐTBD

Hà Nội, ngày 18 tháng 9 năm 2018

V/v thông báo khóa học
“Kỹ năng giao tiếp và Tiếng Anh
trình độ trung cấp” tại VSTC

Kính gửi: Thủ trưởng các đơn vị thuộc Bộ

Căn cứ Công văn số 764/HVNG ngày 06/9/2018 của Học viện Ngoại giao về việc thông báo khoá học “**Kỹ năng giao tiếp và Tiếng Anh trình độ trung cấp**” (**Intermediate English Language and Communication Skills**) tại Trung tâm Đào tạo Việt Nam - Singapore do Học viện Ngoại giao - Bộ Ngoại giao Việt Nam và Đại sứ quán Singapore - Bộ Ngoại giao Singapore đồng chủ quản tổ chức, Vụ Tổ chức cán bộ thông báo cụ thể như sau:

1. **Thời gian:** Từ ngày 08/10/2018 đến ngày 26/10/2018 (08h30 - 16h00).

2. **Địa điểm:** Trung tâm Đào tạo Việt Nam - Singapore (Phòng 401, Tòa nhà Pacific, 83B Lý Thường Kiệt, Hà Nội).

3. **Chỉ tiêu:** Bộ Tư pháp được giới thiệu 02 người.

4. **Nội dung khoá học**

Khóa học nhằm giúp học viên nâng cao khả năng giao tiếp bằng tiếng Anh một cách hiệu quả, tự tin trong các tình huống khác nhau thông qua các bài giảng và thực hành về ngữ pháp, cách viết một bài phát biểu, kỹ năng đàm phán, thuyết phục, kỹ năng thuyết trình, sử dụng văn phong ngoại giao... (*thông tin chi tiết khóa học gửi kèm theo*).

Khóa học do giảng viên nước ngoài dạy bằng tiếng Anh, không có phiên dịch. Chính phủ Singapore đài thọ chi phí tổ chức khóa học, mời giảng viên và cung cấp tài liệu học tập. Kinh phí đi lại, ăn ở (nếu có) do học viên chi trả. Kết thúc khóa học, đề nghị học viên nộp bản sao chứng chỉ (có chứng thực) về Vụ Tổ chức cán bộ để theo dõi, quản lý.

Căn cứ thông báo khóa học nêu trên, nếu đơn vị có nhu cầu cử công chức, viên chức đi học, đề nghị gửi Công văn giới thiệu **01** người/đơn vị về Vụ Tổ chức cán bộ **trước ngày 25/9/2018 (Thứ Ba)** để Vụ xem xét, quyết định.

Lưu ý: Cán bộ được cử tham gia khóa học đề nghị điền đầy đủ thông tin vào Bản đăng ký kèm theo và gửi về Vụ Tổ chức cán bộ.

Mọi chi tiết đề nghị liên hệ Phòng Đào tạo, bồi dưỡng cán bộ, Vụ Tổ chức cán bộ, điện thoại: 024 6273 9368./

Nơi nhận:

- Như trên;
- Lưu: VT, ĐTBD.

VỤ TRƯỞNG



Nguyễn Quang Thái

INTERMEDIATE ENGLISH LANGUAGE AND COMMUNICATION SKILLS

8 TO 26 OCTOBER 2018

Sponsored by the

MINISTRY OF FOREIGN AFFAIRS, SINGAPORE

under the framework of the

INITIATIVE FOR ASEAN INTEGRATION

to be conducted by

GREEN OLIVE TREE

Initiative for ASEAN Integration

The Initiative for ASEAN Integration (IAI) was launched by then Singapore Prime Minister (PM) Goh Chok Tong at the 4th ASEAN Informal Summit in 2000 to narrow the development gap between ASEAN-6 and Cambodia, Laos, Myanmar and Vietnam (CLMV) and to support ASEAN integration and community building. To date, Singapore has made four pledges totalling about S\$170 million to the IAI.

A key IAI project undertaken by Singapore is the establishment of training centres in CLMV. More than 38,000 government officials from CLMV have participated in our training courses conducted at the four IAI training centres in Phnom Penh, Vientiane, Yangon and Hanoi in diverse areas such as English Language, Trade and Finance, and Public Administration.

The IAI is in line with the spirit of the Singapore Cooperation Programme (SCP). The SCP was established in 1992, bringing together under one framework the various technical assistance programmes offered by Singapore. As a country whose only resource is its people, Singapore believes that human resource development is vital for economic and social progress. Singapore itself has benefited from training provided by other countries and international organisations. Through the SCP, the range and number of training programmes have been increased to meet the needs of developing countries.

Green Olive Tree

Green Olive Tree is a Singapore-based company incepted in 2013 with focus on providing consultancy, customised English language and communication skills training and train-the-trainer programmes for government officials, corporate officers, business professionals and students in Singapore and the region. Its team comprises qualified and competent trainers and courseware developers with certifications and experience to conduct English language training, such as TESOL.

Course Objectives

This course is designed to enhance the English language and communication skills of participants, and for them to acquire an intermediate level of command of the language, for the purposes of listening, reading, speaking and writing.

Participants will learn oral communication skills relevant for a workplace setting, an interpersonal setting, for small-group setting as well as for public speaking in front of a mass audience. Participants will also learn to present their ideas and opinions effectively during meetings, negotiations and through public presentations and learn skills related to social interactions, note-taking, email and summary writing and circular-preparations.

Methodology

Participants will learn through lectures inter-woven with practical workshop sessions, pair work, group work, peer-editing exercises, experiential activities and other interactive components.

Duration

The course will be held from **8 to 26 October 2018**.

Participants' Profile

Participants should:

- Possess a basic command of English with proficiency in spoken and written English;
- Nominated by the Government of Viet Nam; and
- In good health.

Venue

The course will be conducted at the Viet Nam-Singapore Training Centre in Hanoi.

Address: Pacific Place
Unit 808, 8th floor
83B Ly Thuong Kiet
Hanoi
Socialist Republic of Viet Nam

Class Size

Maximum 30 participants

Terms of Award

The Government of Singapore will be responsible for training fees while the Government of Viet Nam will be responsible for travel arrangements and accommodation cost of the participants.

Medical insurance for participants to cover for any accidents and hospital treatment will be borne by the Government of Viet Nam.

Application Procedure

The National Focal Point will be responsible for obtaining the list of nominations before forwarding the list directly to the Singapore Embassy in Hanoi.

The nomination list should reach the Singapore Embassy in Hanoi not later than **Monday, 24 September 2018**.



PROGRAMME SCHEDULE

| Day | Topic | Lesson Plan/Exercises | Remarks |
|---------|-----------------------|---|--|
| 1 AM | Introduction | <ul style="list-style-type: none"> - Ice-breaker activities - Introduction of trainer & participants - Introduction to course, learning styles, types of activities & expectations - Participants to work in groups of 3 to list out in a chart: <ul style="list-style-type: none"> - English language & challenges - Expected learning outcomes - Briefing on assessments, activities and sharing sessions - Basics of communication - Good communication & personal branding - CARM concept for all topics (report, notes, etc.): <ul style="list-style-type: none"> - CONTENT – What do I wish to communicate? - AUDIENCE – With whom am I communicating? - LOGIC – Why am I communicating? - METHOD – How do I communicate? - If I Can Do It Session: Inspirational sharing by trainer | The chart to be displayed on the wall throughout the course. |
| 1 PM | English Pronunciation | <ul style="list-style-type: none"> - International Phonetic Alphabets (IPA) - Phonetic/ phonemic symbols - Standard English Pronunciation - Homonyms, homographs, homophones - Intonation & stress - (Pronunciation aspects related to Lao-English, Khmer-English, Vietnamese-English & Burmese-English) | Videos & group activities |

| Day | Topic | Lesson Plan/Exercises | Remarks |
|------|--|---|---------------------------------------|
| 2 AM | Communicative Grammar (1) | The following grammatical features are to be learnt in the context of simple writings used in the civil service. <ul style="list-style-type: none"> - Parts of speech: Nouns, Verbs, Adjectives, Adverbs, Prepositions & the respective phrases in English - Subject-verb agreement - TESL activities - Tenses: present continuous, past continuous, present perfect, present perfect continuous, past perfect, past perfect continuous, present and past participles | |
| 2 PM | Conversational Skills | <ul style="list-style-type: none"> - Conversation on personal and family information, shopping, local geography, employment - Appropriate choice of vocabulary to show agreement - Phrases to encourage others to share their ideas - Appropriate linking words to switch between speakers and topics - Participants to work in pairs on a formal conversation activity. <ul style="list-style-type: none"> - Peer-marking on verbal & non-verbal features displayed by speaker and listener - Vocabulary to show agreement - Phrases to encourage others in the group to talk - Linking terminology - Participants to converse in English on a common topic and assess one another on the following: <ul style="list-style-type: none"> - appropriate choice of vocabulary to show agreement - phrases to encourage others to share their ideas - appropriate linking words to switch between speakers and topics | Videos on interpersonal communication |
| 3 AM | Communicative Grammar (2) | The following grammatical features are to be learnt in the context of English websites belonging to the government. <ul style="list-style-type: none"> - Conjunctions (connectors) - Joining sentences - Reporting verbs - Direct/indirect speech - Active/ passive voice | TESL activities |
| 3 PM | Conversational Skills Assessment | - Assessment 1: Conversational Skills | |
| 4 AM | Communicative Grammar (3) through Administrative Communication | Grammatical features in the following administrative documents Memo-writing/Circular preparation <ul style="list-style-type: none"> - To section - From section - Date section - Subject heading - Message/ Content & paragraphing - Signing off Letter writing <ul style="list-style-type: none"> - Format and style for business letters for various purposes | TESL activities |

| Day | Topic | Lesson Plan/Exercises | Remarks |
|------|-------------------------------------|--|---|
| 4 PM | Common Errors in English | <ul style="list-style-type: none"> - Commonly misused vocabulary - Words with similar meaning but different connotations - Irregular plurals - Common grammar errors | Group activity to discuss and critique common errors in the native English variety. |
| 5 AM | Translation | <ul style="list-style-type: none"> - Translation vs Interpretation - Translation Concepts - Translation vs Transliteration - Choices in Translation <ul style="list-style-type: none"> - Choice of words - Negation - Change of voices - Quiz on colours & numbers - Asymmetry in Native Language vs English Language - Culture-specific vocabulary, phrases, idioms, etc. | |
| 5 PM | Vocabulary related to ASEAN context | <ul style="list-style-type: none"> - Must-know Vocabulary - Preparation for Assessment 3: Translation List - Groups to collate word list (vocabulary, phrases and acronyms) with translations. - Participants to start compiling the list in class. | Remind all to bring translation samples in EL & NL |
| 6 AM | Profile-writing Skills | <ul style="list-style-type: none"> - Editing of participants' own cover letters and CVs - Essentials of Profile-writing - How to write profiles for self and for distinguished personnel, VIPs & guest speakers at company's events? - Sample profiles - Exercise: Participants to critique sample profiles - Exercise: Participants to craft profiles for themselves | |
| 6 PM | Frontline Communication | <ul style="list-style-type: none"> - English in face-to-face customer service - Effective phone conversations in the office setting - Language for frontline communication <ul style="list-style-type: none"> - politeness - greeting - thanking - transferring client to other staff - taking message - follow-up - Demonstrations of scenarios involving positive and negative customers - Effective communication and conflict management | |
| 7 AM | Email-writing Skills | <p>Features of emails: Subject heading, salutation, introduction of content, appropriate elaboration, conclusion</p> <p>Email types</p> <p>Email vocabulary: Choice of language for different stakeholders</p> <p>Email tone:</p> <ul style="list-style-type: none"> - Appropriate formality - Tone that builds rapport <p>Email style: Correspondence that connects with readers</p> <p>No-no in emails</p> | Good and bad email samples to be shown |
| 7 PM | Email Practice | <ul style="list-style-type: none"> - Email-crafting exercises (on different scenarios related to workplace communication) | Groups will present their emails |

| Day | Topic | Lesson Plan/Exercises | Remarks |
|-------------|---------------------------|---|--|
| 8 AM - 8 PM | Report-writing Skills | <ul style="list-style-type: none"> - Aim/purpose - Introduction/background - Forms of investigation - Body of findings - Conclusion - Recommendation - Appendices - Report style - Report format - Report language - Critique of sample reports | |
| 9 AM | Summary-writing Skills | <ul style="list-style-type: none"> - Importance of summary in the workplace - Samples of long documents and respective summaries to be given to groups - Structure of summary <ul style="list-style-type: none"> - Topic sentence - Supporting points - Connecting words - Synthesis and transformation of sentences - Use of own words to rephrase points - Groups to summarise given documents | |
| 9 PM | Introduction to Proposals | <p>Elements of Policy Papers</p> <p>Elements of Project Proposal:</p> <ul style="list-style-type: none"> - Context/Background, Current Problem, Related Projects, Aims, Proposed Solution, Stakeholders, Tasks, Budget, Timeline & Risk Assessment - Types of proposals <p>Language & Format for Proposals:</p> <ul style="list-style-type: none"> - Formats employed in different proposals - Structuring proposals in a persuasive manner | |
| 10 AM | Meeting Skills | <ul style="list-style-type: none"> - Plan and prepare a notice of meeting with an appropriate agenda - Role of chairperson, secretary and members - Participating constructively in meetings - Supporting opinion with appropriate points/reasons - Practice exercises: Scenarios related to the civil service will be given to groups. Participants to be allocated with different roles and practise conducting a meeting. - Final activity: A meeting scenario to be given to groups. Participants to choose or to be allocated with different roles. They conduct a 10-min meeting and all to take notes concurrently. Groups to discuss note-taking experience. - Electronic note-taking to be encouraged if participants are competent (and if they can bring a laptop). | <p>Templates to be shared for note-taking. Advise participants to get the minutes template from their respective organisation/committee and use that format to take notes.</p> |
| 10 PM | Note-taking Skills | <ul style="list-style-type: none"> - Importance of minutes, particularly for civil servants - Notes-Style - Notes-Format - Notes-Language - Sample Notes vs Minutes | <ul style="list-style-type: none"> - Practice of meeting and note-taking skills |

| Day | Topic | Lesson Plan/Exercises | Remarks |
|-----------------|---|--|---|
| 11 AM- PM | Oral Communicati on Skills | <ul style="list-style-type: none"> - Non-verbal skills <ul style="list-style-type: none"> - eye contact - hand gestures - posture - stage presence - Sincerity of speaker - Participants to demonstrate the features - Common errors in speeches - Art of spontaneous speaking - Quick mind-map of points - Speaking the known and omitting the unknown - Confidence & conviction - Each of the participants to give a quick 2-min speech on a random topic. | <p>Speech videos of good and average speeches will be shown.</p> <p>Follow-up activities related to the videos</p> <p>Formative feedback to be given on the 2-min speech.</p> |
| 12 AM | Effective Presentations using Visuals | <ul style="list-style-type: none"> - Presenting an idea, product, service or policy in an effective, result-yielding manner - Slides & techniques - Rule of 8 by 8 - Point-form - Parallelism - Format for fonts, headers, etc. - Effective visuals - Turn-taking for group presentation <p>(They can use laptops/butcher papers to prepare slides.)</p> | - Assessment 2: Submission of report |
| 12 PM | Translation: Assessment Preparation | - Groups to collate final list of translated words and phrases | |
| 13 AM | Assessment 3: Translation List | <ul style="list-style-type: none"> - Each group to present their list to the class (highlight only selective phrases) - Groups to go through all the other groups' lists. - The visiting groups to make edits and propose alternative translations. - Groups to discuss proposed edits by other groups & update the softcopy. - Submit the updated softcopy and hardcopy to trainer. - Copies of all groups' lists to be distributed to all participants. | Assessment 3: Presentation of Translation List |
| 13 PM | Consultation on Assessments | Individual consultation on speech outline. Group consultation on report & presentation. | |
| 14 AM | Speech Presentation: Preparation | - Mock speech practices and reviews from group mates | |

| Day | Topic | Lesson Plan/Exercises | Remarks |
|------------------------|------------------------|--|--|
| 14 PM - 15 AM | Speech Presentation | <ul style="list-style-type: none"> - Individuals to present a 3-min speech on a given topic or a topic of their choice. - Marking rubrics to be shared earlier. - Concurrent peer-marking - Feedback from trainer and peers - Recording of speeches for learning purposes <p>Where participants are comfortable, the speech can be recorded for feedback purpose and the video to be passed to the participants. Classmates to help with the recording. Participants can use their own smartphones for recording.</p> <p>Peer feedback form: trainer to allocate as to who does peer evaluation for whom.</p> | - Assessment 4: Speech |
| 15 PM | Recap | <ul style="list-style-type: none"> - Feedback on assignments - Quiz on main learning points & feedback - Students to put a tick against their initial list of expectations if those were met - Activities for participants to share learning points and aspirations towards better learning of English on their own - Tutor to provide information on additional resources and learning tools (hardcopy and online references) | <ul style="list-style-type: none"> - Photo-taking - Closing ceremony |

Vietnam - Singapore Cooperation Centre83B Ly Thuong Kiet Str., Pacific Building, 4th F - Tel: (84-4) 39460 416; Fax: (84-4) 39460 417; E-mail: vstc@vnn.vn**REGISTRATION FORM**

| | |
|--|--|
| Course Title | |
| Full Name (Khai cả dấu Tiếng Việt) | |
| Date of Birth | Date: Month: Year: |
| Sex/Marital Status | Female: <input type="checkbox"/> Male: <input type="checkbox"/> Single: <input type="checkbox"/> Married: <input type="checkbox"/> Divorced: <input type="checkbox"/> |
| Job Title (Chức vụ hoặc vị trí công tác) | |
| Education | |
| English Level | |
| Organization (Ghi tên cơ quan hiện đang công tác, ghi rõ Phòng/Ban/Vụ, Bộ trực thuộc bằng cả tiếng Việt và tiếng Anh) | |
| Tel (O): Tel (H): Hand-phone: | |
| Email: | |
| Passport No..... | |
| Office Address:..... | |

Name and Signature of the Applicant's Employer (with official seal)

Xác nhận Ông/bàđăng ký
tham dự khoá học tại VSTC. Ông/bà
..... có trách nhiệm tham dự khoá học
nghiêm túc, chấp hành mọi nội quy của khoá học.

*Please fax this form to VSTC and keep the original one for registration.
Dead line: