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| <b>Course Name/Code</b> | <b>: Diplomatic Correspondence Basics</b>                                   |
| <b>Instructor</b>       | <b>: Adnan AKSEL</b>  |
| <b>Telephone</b>        | <b>: (0539) 556 17 91</b>   |
| <b>E-mail</b>           | <b>: <a href="mailto:adnanaksel@hotmail.com">adnanaksel@hotmail.com</a></b> |
| <b>Teaching Hours</b>   | <b>: Thursdays 13:00 – 16:00 and Wednesdays 16:00 – 19:00</b>               |

### **Aim of The Course**

The main objective of the course is to teach diplomatic correspondence basics to the students and help them in developing relevant English language skills and writing styles. This course also provides the students with the knowledge on diplomatic terminology as well as topics such as titles, address forms, ranks, and treaties. It introduces various diplomatic correspondence texts so that the students could draft their own notes and letters through the assignments.

### **Course Outcomes**

Upon completion of this course, the student should:

1. gain knowledge about diplomacy and diplomatic language;
2. be able to draft basic diplomatic correspondence;
2. learn the terminology, titles, ranks;
3. be familiar with various types of diplomatic texts; and
4. improve English language skills and diplomatic writing style.

### **Method**

The instructor may use lectures, interactive Q&A sessions, examples, case studies, questions, quizzes and exercises from the textbooks, video presentations, and student responses.

### **Textbooks**

1. Courses on Diplomatic Correspondence, Tahir Şentürk, Dışişleri Eğitim Merkezi Yayınları, No. 66, 1995.
2. Diplomatik Yazışma ve Konuşma Metinlerinden Örnekler, Berin Tulun, Dışişleri Eğitim Merkezi Yayınları, No. 68, 1995.

3. Diplomacy and Diplomatic Correspondence, Ahmet Funda Tezok, Hacettepe Üniversitesi Yayınları, 2014.
4. Temel Lisan Kursları, Diplomatik Yazışma Dersleri ve Müzakere Tekniği, Metin Kuştaoğlu, Hasan H. Üner, Tahir Şentürk, Mustafa Akşin, Dışişleri Eğitim Merkezi Yayınları, Sayı: 53, 1985.
5. İngilizce Diplomatik Muhaberat Dersleri, Şükrü Elekdağ, Dışişleri Akademisi Yayınları, Sayı: 21, 1975.
6. Diplomatik Yabancı Dil, Diplomatik Yazışma ve Konuşma Teknikleri, Ders Notları, Bölüm 1 – Temel Bilgiler ve Örnekler, Siyasal Bilgiler Fakültesi.
7. Diplomatic Correspondence (For the Students of International Relations Faculty), V. Borisova, The University of World Economy and Diplomacy, 2013.
8. United Nations Correspondence Manual, United Nations Department of General Assembly Affairs and Correspondence Services, 2000.
9. Drafting Correspondence and Reports: Guidance for Peacekeeping Personnel, United Nations Department of Peace Keeping Operations, 2011.
10. Various handouts will also be provided by the course instructor.

### **Attendance Procedure**

Regular attendance in classes and punctuality is of prime importance for successful completion of this course. Students will be expected to arrive for class on time and to remain in class until the end of the class session.

**Note:** If you miss a class, it is **your** responsibility to e-mail your instructor, visit your instructor's office to find out what was covered in class and to find out your assignments for the following class. You also need to state how you will make up the missed work. If no contact is made, late assignments will **not** be accepted.

**Reward for Good Attendance:** If you have perfect attendance, your final evaluation grade will be increased by five percent.

### **Schedule Changes:**

The course syllabus provides a general plan for the course. The instructor reserves the right to make changes to the syllabus, including: assignments, case studies, time table, examinations, etc., in order to accommodate the needs of the class as a whole and fulfill the goals of the course.

## Content of The Course

| Week    | Subject   |
|---------|---|
| Week 1  | Diplomatic Terms, Glossary, Abbreviations, Diplomatic Ranks, Style I, Titles, Forms of Address  |
| Week 2  | Principal Forms: Notes – First Person Note (formal, informal) - Note Signée   |
| Week 3  | Principal Forms: Notes – Third Person Note - Note Verbale; <b>FIRST ASSIGNMENT</b>  |
| Week 4  | Certain Types of Notes (Collective Note, Identical Note, Circular Note)   |
| Week 5  | Secondary Forms: Aide-mémoire, Pro-memoria, Oral Interview, Memorandum, Bout de Papier, Non-paper   |
| Week 6  | Alternative / Complimentary Diplomatic Correspondence – Messages: Credentials, Full Powers, Letter of Credence, Letter of Recall, Recredentials, Lettres de Cabinet; <b>SECOND ASSIGNMENT</b>   |
| Week 7  | Ceremonial Communications, Messages of Congratulations, Thanks, Condolences, Invitations; Review  |
| Week 8  | <b>MID-TERM EXAM</b>  |
| Week 9  | Style II, Lettres de Provision (Letter of Commission), Exequatur for Consular Officers  |
| Week 10 | Preparation, Negotiation and Finalization of International Agreements: Treaty, Convention, Accord, Memorandum of Understanding (MoU), Modus Vivendi, Agreed Minutes, Final Act, Protocol, Ratification and Termination of International Agreements (Ratification, Accession, Termination) Exchange of Notes |
| Week 11 | Agreement, Interim Agreement, Declaration, Trade Agreements, Reversales   |
| Week 12 | Letters of Concern, Demarches, Fin de non recevoir (evasive reply), Rejection of Diplomatic Correspondence, Statements; <b>THIRD ASSIGNMENT</b>   |
| Week 13 | Ultimatum, The Technique of Negotiation   |
| Week 14 | Style III; Review; Q&A Session  |
| Week 15 | <b>FINAL EXAM</b>   |

## Evaluation Methods and Tools

Examinations will cover material presented in class, the textbooks and the notes distributed. There will be a midterm and final examination.

A summary of the grading follows:

|                     |       |
|---------------------|-------|
| Mid-term            | : 35% |
| Final Exam          | : 55% |
| Assignment          | : 0%  |
| Attendance          | : 5%  |
| Class Participation | : 5%  |

## **Assignments**

Three assignments, to be completed as homework, should not contain errors in style (such as spelling, capitalization, punctuation,... etc.). Dictionaries, spell checkers, and other methods of checking and proofreading are most encouraged. Incorrect assignments may be returned to be re-written. Most assignments submitted must be keyboarded. Assignments and their due dates assignments will be announced in advance.

Grading is as follows: Assignments will not carry any weight towards the final evaluation.

## **Class Participation and Homework**

The course is based on interactive lectures. Therefore, in order to learn and grasp the key points, the students are encouraged to ask questions during the lectures. The students will be most expected to participate in class, and will also be called upon on a regular basis.

To be successful in the course, the student should complete all three homework assignments. The students are expected to spend a minimum of two hours per assignment.

## **Academic Dishonesty**

Academic dishonesty will NOT be tolerated. Any student found to be involved in any verifiable incident of academic dishonesty (copying, cheating, plagiarizing,.. etc.) will receive a grade of "F" for the course.