

Bu bir önizlemedir. Kitap şuraya taşınmıştır (0.99 \$):

<https://www.smashwords.com/books/view/1056147>

This is a preview. The book has been moved to (\$ 0.99):

<https://www.smashwords.com/books/view/1056147>

Contents

Foreword	2
DIPLOMACY	3
I. DIPLOMATIC CORRESPONDENCE.....	3
A. DIPLOMATIC LETTER.....	4
B. FORMAT OF A LETTER.....	4
C. DIPLOMATIC TITLES	9
D. TYPES OF CORRESPONDENCE.....	11
1. Note (nota)	11
2. Note verbale (sözlü nota)	Hata! Yer işareti tanımlanmamış.
3. Note-signee (yazılı nota)	Hata! Yer işareti tanımlanmamış.
4. Collective note (ortak nota)	Hata! Yer işareti tanımlanmamış.
5. Protest note (protesto notu)	Hata! Yer işareti tanımlanmamış.
6. Letters of concern (endişe mektupları)	Hata! Yer işareti tanımlanmamış.
7. Memorandum (muhtıra)	Hata! Yer işareti tanımlanmamış.
8. Pro-memoria (resmi görüşme özeti).....	Hata! Yer işareti tanımlanmamış.
9. Aide-memoire (gayri resmi görüşme özeti).....	Hata! Yer işareti tanımlanmamış.
10. Circular diplomatic note (sirküler nota).....	Hata! Yer işareti tanımlanmamış.
11. Letters of credence (güven mektubu)/ Full power (tam yetki belgesi) ..	Hata! Yer işareti tanımlanmamış.
12. Exequatur (Kabul belgesi).....	Hata! Yer işareti tanımlanmamış.
13. Persona non grata (istenmeyen kişi).....	Hata! Yer işareti tanımlanmamış.
14. Agreed minutes (üzerinde anlaşmaya varılan protokol)	Hata! Yer işareti tanımlanmamış.
15. Notice of termination (anlaşmayı sonlandırma notası)	Hata! Yer işareti tanımlanmamış.
16. Bout de papier/ speaking note (kısa not kağıdı).....	Hata! Yer işareti tanımlanmamış.

17.	Draft letters (taslak mektup)	Hata! Yer işareti tanımlanmamış.
18.	Demarches (diplomatik girişim)	Hata! Yer işareti tanımlanmamış.
19.	Ceremonial communications (kutlama mesajları)	Hata! Yer işareti tanımlanmamış.
20.	Letter of condolence (taziye mektubu)	Hata! Yer işareti tanımlanmamış.
21.	Invitation letter	Hata! Yer işareti tanımlanmamış.
22.	Press statements/ press briefing/ press release (basın açıklamaları)	Hata! Yer işareti tanımlanmamış.
23.	Reports	Hata! Yer işareti tanımlanmamış.
	A Good Example of a Diplomatic Correspondence	Hata! Yer işareti tanımlanmamış.
	A Bad Example of a Diplomatic Correspondence	Hata! Yer işareti tanımlanmamış.
APPENDIX 1		13
APPENDIX 2	Hata! Yer işareti tanımlanmamış.	
APPENDIX 3	Hata! Yer işareti tanımlanmamış.	
APPENDIX 4	Hata! Yer işareti tanımlanmamış.	

Foreword

It is aimed with this book to provide a source for Diplomatic English courses of International Relations or similar programs. It is considered that these programs lack a decent and up-to-date source that meets the necessities of modern day. While preparing this book, it is tried to be compact and clear in explaining the diplomatic correspondence. The communication qualities and tips of negotiating are of a totally different subject so skipped. However, the most important part is sure the examples of the types of correspondence. In choosing the samples, it has been tried to find the most famous, most important or most recent examples. Each sample has been given with reference. The texts are preserved as they are. The most common phrases for each type of letter have been given before the samples. At the end of each sample an assignment with a made-up scenario has also been given for the students to produce the letter of their own, as producing is the best way and highest level of learning. The vocabulary used in these letters and throughout the book has been given in appendix part. The appendix part includes very important subjects as well. For example, in Diplomatic Hierarchy section, the Turkish equivalents of ranks have been given. In Diplomatic Ranks section the Turkish meanings of ranks have been given. In International Relations Terms section the Turkish meanings of most common terms in International Relations have been given. The last section is the Abbreviations of International Organizations with Turkish equivalents.

I hope this book helps students of International Relations in their learning of diplomatic correspondence.

Yasin YAYLAR

PhD. International Relations

yaylar@gmail.com

DIPLOMATIC ENGLISH

DIPLOMACY

Diplomacy is saying nothing while saying a lot! Or we can define diplomacy as covering a lie under many truths. Choosing the right words are always important in communication especially in international communication. Telling someone that he/she is overweight is a lot different than he/she is fat. In international level such bluntness may cause much bigger troubles though. In that historic story of the sultan we can see how telling the truth in the right way may help you survive. A king gives a Persian horse to the sultan as a gift. He likes the horse so much that he assigns special caretakers for it. He also threatens that “Whoever comes and tells me that the horse is dead will be executed!” Everyone fears so much that they don’t take their eyes off the horse. However, it gets sick and dies suddenly. Keeping in mind the sultan’s threat, no one wishes to inform the sultan about the situation. They say the vizier that “it is down to you to inform sultan”. He goes to the sultan and fearfully says that the horse is always lying. Sultan says, “get it up”. Vizier answers “we get him up, but he falls again. Also, its tongue lolls out.” Sultan shouts “You idiots, the horse is dead!” Vizier smiles happily “Excellency, you’ve said it is dead, not me.”

I. DIPLOMATIC CORRESPONDENCE

When did English become the lingua franca? This is the main question. Why do we use English? Actually, the real question is: Why was Latin during the Roman era or French in the age of Louis XIV the lingua franca? Asking the question in that way gives the answer itself. Although there is not a formal agreement, there has been a consensus to use a language as a lingua franca over the years. It is generally because of a country’s power or soft power (attractiveness). People tend to learn these kinds of languages as their second languages. From the beginning of the 20th century, English has become the lingua franca with the British Empire’s becoming the super power. Later, after the World Wars it was the USA and it was still the age of English. Today English is used for correspondence between the nations. However, in treaties or international agreements, each country’s language is used and a copy in English is added to be given to the UN.

A. DIPLOMATIC LETTER

Main tool of diplomatic correspondence is the letter. Writing is always more secure than talking directly to your collocutor or given statement to the press. As in the former you can succumb to your feelings and say some unintended things. In the latter, along with that some cunning journalist may lead you to tell some unintended things. However, in letters, there is always enough time to choose the right words purified from your feelings. On the other hand, writing with consensus and public mind, there is less probability that you are mistaken. While planning the letter formats we had thought about dividing them as bureaucratic letters, social letters and political letters. Nevertheless, any of them can be defined as political. When you congratulate one nation's election results and not the other one, you sure make politics! As even the letters of condolences can be used as political tools (see page 49, letter of condolence). So, we decided to give them in relation order rather than in groups.

B. FORMAT OF A LETTER

Although there are some differences from state to state, diplomatic letters have a general format. While some states put the date at the top of the page, other put it below. Some sign on the left and some on the right. Even some sign in the middle! The most important thing is to make your point clear. The letters must be comprehensive. They mustn't be unnecessarily long. The language must be fit for diplomatic courtesy. The only exceptions for that are the protest letters and memorandums. As they are used to show reaction or sometimes threat, no kindness is shown. You directly get to the point. Also, on notes, note verbales, note-signees and memorandums the letter has a title explaining the subject of the correspondence. Many of the letters are signed but some are just initialed. The details will be explained in each type of letter.

In the sample below a general outline of a letter is given. The sender is the ambassador of Myanmar to Cambodia. On top of the page there is the heraldry of sender. Just below that the location and the date of the letter is written. In some letters like note-signee, collective note or a pro-memoria there is also a headline explaining the subject of the letter. The letter starts with a salutation. Here this is a "Dear Excellency" as it is forwarded to the highest-ranking officer. If the letter is written in the third person, no salutation is used. The beginning paragraph of the letter explains why the letter is sent. Later comes the main text. It can be one or more

paragraphs. The main text explains the letters subject in detail. The ending sentence has a courtesy salutation again. In this letter it is again “Excellency”. On the right below is a suitable complimentary close. Below that is the full name with the position is written. If the letter is signed, the signature is over the name. If it is just initialed, it is just below the text. The last part is the receivers name, position and address on the left-hand side.



Ambassador of the Republic of the Union of Myanmar



sender

Phnom Penh, 7th April 2015



location,
date

Dear Excellency,



salutation

I have the honour to inform Your Excellency that today I have completed my assignment as Ambassador Extraordinary and Plenipotentiary of the Republic of the Union of Myanmar to the Kingdom of Cambodia.



beginning

I would like to take this opportunity, to express to Your Excellency my sincere appreciation and thanks for the friendship and cooperation extended to me during my mission in Cambodia.



main text

I am confident that the friendly relations, both official and personal which so happily exist between our two countries, will be maintained and further strengthen in the future.

Please accept, Excellency, the assurances of my highest consideration.



ending

Yours Sincerely,



complimentary close



signature

(Cho Htun Aung)
Ambassador



name, surname
position

H.E. Mr. Ieng Mouly
Senior Minister
Chairman of National AIDs Authority
Kingdom of Cambodia
Phnom Penh



recipient

1. Salutation

Dear Mr. President,

Excellency,

Dear Ministers and Governors,

Dear Prime Minister,

Your Imperial Majesty,

Your Excellency,

Your Highness,

2. Beginning

The Embassy of the Republic of/ The Ministry of Foreign Affairs

Moldavia presents its compliments to the Ministry of Foreign Affairs of Estonia and has the honor to...

I have the honor to acknowledge...

I have the honor to enclose herewith the text of the statement...

The Government of the Union of Soviet Socialist Republics considers it necessary to communicate the following to the Government of the United States of America.

The Government of the United States considers it important to communicate a note to the Government of the People's Republic of China.

The Government of Guyana wishes to inform that...

3. Ending

Please accept, Excellency, the assurances of most distinguished consideration.

The Canadian Embassy avails itself of this opportunity to renew to the Department of State the assurances of its highest consideration.

We would also like to take this opportunity to convey our sincere desire to maintain and further develop the friendly relations between our nations.

Please accept, Excellency, the assurances

Accept Sir, the assurances of my high consideration.

4. Complimentary Close

Yours faithfully (to unknown person)

Yours truly (to slight acquaintance)

Yours very truly (ceremonious but cordial)

Yours sincerely (friendly but not intimate letters)

With deepest sympathy,

With sincere appreciation,

Respectfully yours,

Yours cordially,

Sincerely,

C. DIPLOMATIC TITLES

Mister (Mr.): is used for male counterparts. However, it is not used when calling the high-ranking counterparts at the beginning. It can be use during the conversation though.

Example:

Good afternoon Mr. President not Good afternoon Mr. OBAMA

Missis (Mrs.): is used for female counterparts and male counterparts' spouses. However, it is not used when calling the high-ranking counterparts at the beginning. It can be use during the conversation though.

Miss: is used for female counterparts whose marital status is not known.

Your majesty: is used for queens and kings. When introducing or mentioning about them *His Majesty* or *Her Majesty* is preferred.

Example:

Her Majesty is not available at the moment.

Royal highness: is used for prince, princesses, or dukes. Sometimes *Your Highness* is also used especially during the conversation.

Examples:

His Royal Highness the Prince Charles, Duke of Burgundy

The Duke of Burgundy wishes to see Your Highness.

Honorable: is used for foreign diplomats and Cabinet officials, Chargés d'Affaires, and heads of international organizations. In British culture a Prime Minister takes the title *The Right Honorable*. It is used before a full name. You cannot call the honorary titles for yourself. For example, you cannot sign your letter calling *Honorable Mr. Yasin YAYLAR*.

Example:

The Honorable Antonio Guterres

Secretary General of the United Nations

His Excellency: is used for highest ranking counterparts like presidents, vice-presidents or ambassadors.

Esquire: is used for lower ranking counterparts than presidents, vice-presidents or ambassadors. You can use esquire for officers, ministers or individuals. No other title is used with esquire.

Example:

Mr. Fred BALLOT or Fred BALLOT, Esquire not Mr. Fred BALLOT, Esquire

Academic titles: If the person has a doctor's degree, he/she is a Doctor of Philosophy (Ph.D.). So, *Ph.D.* letters can be used after name. If he/she is a professor, *Prof.* abbreviation is used before name. During the conversation however *Dr.* is preferred.

Your holiness: is preferred for high ranking people of Christianity. The Pope's title of courtesy is *Most Holy Father*.

Reverend: is preferred for religious ranks of Christianity. It is used with a full name and article "the".

Example:

The Reverend Jerry FALWELL

D. TYPES OF CORRESPONDENCE

1. Note (nota)

Note is a written communication* from a minister of foreign affairs to foreign diplomatic envoys or other foreign government officials. Note is a general name; it can be a demarche or a persona non grata. It is the most generally used form of correspondence between states, or non-state actors. Apart from the protest note, all notes begin and end with diplomatic courtesy. It can be either in the first person or third person. Third person is generally used in note verbale.

Signed

Key phrases (as note covers the other kind of notes, all the phrases can be used here)

The Ministry desires to inform the government of...

The United States notes its support for...

The Government of the United States of America advises,

The Government of Guyana wishes to draw attention to...

Here is a note sent from the Ministry of Foreign Affairs of Cambodia to Thailand. Actually that is a protest note on the temple attacks. Cambodia claims these territories are his. Sample¹:

* Turkey began using online notes in 2015.

¹ Agence Kampuchea Presse: <http://www.akp.gov.kh/wp-content/uploads/2011/04/E-28-2.jpg>

KINGDOM OF CAMBODIA



NATION - RELIGION - KING

Ministry of Foreign Affairs
and International Cooperation

N° 748 MFA-IC/CLA

The Ministry of Foreign Affairs and International Cooperation of the Kingdom of Cambodia presents its compliments to the Royal Thai Embassy in Phnom Penh and, with reference to the Ministry's Notes N° 736 MFA-IC/CLA and N° 744 MFA-IC/CLA dated 26 April 2011, has the honour to draw the latter's attention to further violation of Cambodian territorial integrity by Thailand's armed forces, which resumed the evening of 26 April 2011, as follows:

On 26 April 2011 between 17:00 Thai armed forces resumed shelling on Cambodian troops the areas of Cambodia's Temples of TAMONE and TA KRABEI.

Between 23:00 of 26 April and 05:00 of 27 April 2011, Thai armed forces intensified their heavy artillery shelling on Cambodian troops in the areas of TAMONE and TA KRABEI Temples.

Thailand's ground troop attacks, supported by artillery shelling are still going on at the time of writing.

The Ministry of Foreign Affairs and International Cooperation of Cambodia reiterates its strong protest against the repeated and continued violations of Cambodian sovereignty and territorial integrity by Thailand, which not only go against all relevant legal instruments, but also the efforts to seek a peaceful settlement to Cambodia-Thailand border problem.

While remaining committed to finding a peaceful solution to the border problem between the two countries, Cambodia reserves its legitimate rights to self-defense and to safeguarding its sovereignty and territorial integrity.

The Ministry of Foreign Affairs and International Cooperation of the Kingdom of Cambodia avails itself of this opportunity to renew to the Royal Thai Embassy in Phnom Penh the assurances of its highest consideration.

Phnom Penh, 27 April 2011



*Royal Thai Embassy
Phnom Penh*

Assignment: Write a note to the Embassy of Somalia informing about the Turkish Day celebration in Somalia. Request them to take the necessary security precautions.

APPENDIX 1

Abbreviations of International Organizations

