

ԵՐԵՎԱՆԻ ՊԵՏԱԿԱՆ ՀԱՄԱԼՍԱՐԱՆ

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Նունե Մելքոնյան, Արմենուհի Մարտիրոսյան

# **A Guide to Diplomatic Correspondence**

Դիվանագիտական գրագրության ուղեցույց

Երկրորդ բարեփոխված և լրացված հրատարակություն

Second Edition

Revised

2015

Խմբագիր՝ ասիստենտ Մ. Մկրտչյան

Գրախոսներ՝ Բ.Գ.Թ., դոց. Ա. Բաբայան  
ասիստենտ Մ. Մկրտչյան

Ձեռնարկը նախատեսված է ոչ միայն միջազգային հարաբերությունների ֆակուլտետների ուսանողների, այլ նաև նրանց համար, ովքեր ուսումնասիրում կամ առնչվում են դիվանագիտական գրագրության հետ: Այն նպատակ ունի տալու որոշակի գիտելիքներ դիվանագիտական գրագրության վերաբերյալ, ինչպես նաև զարգացնելու հմտություններ նման փաստաթղթեր կազմելու համար: Ձեռնարկը կարող է նաև ուղեցույց լինել ապագա դիվանագետների համար:

## Preface to the Second Edition

The “**Guide to Diplomatic Correspondence**” is the second, revised and updated edition of the textbook “How to Compile Diplomatic Correspondence”. The need to re-publish the book was not the only reason for revising and bringing in the changes. Practical implementation of the textbook during these years posed certain challenges. Besides, our colleagues kindly pointed out some minor problems found in the book. We are grateful to all of them for their concern and have tried to take into consideration all their remarks. First of all we have changed the title as it is more harmonious with the general content and aim of the book.

We have preserved the structure of the textbook and it is still a workbook intended for students of International Relations and all those interested in and dealing with diplomatic correspondence. It can also serve as a useful guide for diplomats and secretaries.

The book comprises an Introductory Unit and six basic ones, Exhibits, exercises on the main material, supplementary reading material, topics for discussion, quizzes and a reference list.

The Introductory Unit gives a general idea about diplomatic communications, types of documents circulated for diplomatic purposes. Each of the basic units has a text on a definite type of correspondence with appropriate Exhibits followed by Assignments. These pursue various aims: master the vocabulary, the style and format of each type of document. Besides, they develop skills of writing such documents through corresponding assignments. Some Units comprise a Quiz dealing with various diplomatic issues and/or a topic for discussion.

Original documents have been used as Exhibits. They demonstrate that despite the general rules, each country or even organization may have its own specific formats for circulating official documents. It is for this reason that the original form of the documents has been preserved, although they might seem to deviate from the rules given in the text.

In the second edition the topic of Unit 6 has been replaced by another, more modern form of correspondence, i.e. electronic communication.

## Երկրորդ հրատարակության նախաբան

«Դիվանագիտական գրագրության ուղեցույց» ձեռնարկը «Ինչպես կազմել դիվանագիտական գրագրություն» ձեռնարկի բարեփոխված և լրացված հրատարակությունն է: Միայն գիրքը վերահրատարակելու անհրաժեշտությունը չէր, որ ստիպեց մեզ վերանայել ու կատարել որոշ փոփոխություններ: Ձեռնարկի գործնական կիրառության ժամանակ ի հայտ եկած որոշ անհարթություններ և մեր հարգելի կոլեգաների նկատառումները հիմք հանդիսացան դրա համար: Մենք շնորհակալ ենք նրանց բոլորին ցուցաբերած շահագրգիռ վերաբերմունքի համար և փորձել ենք հաշվի առնել բոլոր դիտարկումները:

Նախ և առաջ նպատակահարմար ենք համարել փոխել ձեռնարկի վերնագիրը, որն ավելի համահունչ է ներկայացված դասընթացի բովանդակությանը: Վեցերորդ դասի թեման փոխվել է, քանի որ այս տարբերակն ավելի է համապատասխանում արդի պահանջներին: Մակայն պահպանել ենք ձեռնարկի կառուցվածքն ու ձևաչափը, ուստի այն նաև աշխատանքային տեսք է:

«Դիվանագիտական գրագրության ուղեցույց» ձեռնարկը նախատեսված է միջազգային հարաբերությունների ֆակուլտետների ուսանողների և բոլոր նրանց համար, ովքեր առնչվում են դիվանագիտական գրագրության հետ: Այն կարող է նաև օգտակար ուղեցույց դառնալ դիվանագետների ու քարտուղարների համար:

Ձեռնարկը բաղկացած է Ներածական դասից և վեց հիմնական դասերից, պարունակում է գրագրության օրիգինալ նմուշներ, հիմնական նյութի վերաբերյալ վարժություններ, լրացուցիչ ընթերցանության համար նախատեսված նյութեր ու հղումների/օգտագործած աղբյուրների ցանկ:

Ներածական դասն ընդհանուր գաղափար է տալիս դիվանագիտական գրագրության, դիվանագիտական նպատակներով շրջանառվող փաստաթղթերի տեսակների վերաբերյալ: Հիմնական դասերից յուրաքանչյուրն ունի տեքստ գրագրության որևէ կոնկրետ տեսակի վերաբերյալ, որին հաջորդում են փաստաթղթերի նմուշներ ու վարժություններ: Վերջիններս ունեն տարբեր նպատակներ. սովորեցնել յուրաքանչյուր տեսակի փաստաթղթին բնորոշ բառապաշարը, ձևավորել նման փաստաթղթեր կազմելու հմտություններ և այլն: Որոշ դասեր պարունակում են նաև Վիկտորինա (Quiz) բաժինը, որը բավականին թեթև ու արագ ստուգում է դիվանագիտության այս կամ այն ոլորտի վերաբերյալ ուսանողի գիտելիքը: Որոշ դասերի վերջում կան նաև լրացուցիչ ընթերցանության համար նախատեսված նյութեր, որոնք ևս տեղեկություններ են տալիս տվյալ տեսակի փաստաթղթի մասին կամ դրա հետ կապված որևէ արարողության մասին:

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*"In diplomatic correspondence there should not be superfluous words or sentences and meaning voids. At the same time the brevity of the content is also undesirable, if it harms the meaning of the documents. It is important to express desirable meaning accurately and completely."*

*Mr. Townsend*

## INTRODUCTORY UNIT

### DIPLOMATIC COMMUNICATIONS BETWEEN STATES

One major and, in fact, increasingly important aspect of diplomatic work is the drafting of diplomatic documents. Diplomatic documents often used in correspondence between diplomatic missions are written texts presented or sent by the organs of foreign relations of one state to the organs of foreign relations of another state.

There are two general categories of official correspondence in the foreign service, namely:

1. for *external communication* of a government and/or its diplomatic and consular representatives with foreign governments and/or their diplomatic and consular representatives and/or international organizations; and
2. for *internal communication* within the Ministry of Foreign Affairs and/or agencies of the government and/or international organizations.

First of all, it is noteworthy to state that most types of the documents or correspondence are used not only in diplomacy but in other spheres as well. Thus, one shouldn't get confused when coming across a formal business letter or a memorandum (a memo).

There are many different forms of official diplomatic documents. A considerable proportion consists of documents that are of a purely intradepartmental nature, i.e. documents used between various departments or divisions of one body. Another category of diplomatic documents is the one through which official international intercourse goes on in written form. Such documents express the position of a state on a particular question of international affairs.

A large number of diplomatic documents is never published owing to the insignificance of their subject matter (for instance, notes requesting visas). But a fairly large proportion of diplomatic documents, particularly those relating to important international problems, is made public.

Until recently diplomatic practice distinguished the following forms of written official communications:

- (1) official/formal letters, (2) semi-official/informal letters, (3) notes, (4) aides-memoire and (5) memoranda.

By their content diplomatic documents, whatever their form (notes, declarations, aides-memoire, etc.), may be classified as follows:

- a) documents containing proposals;
- b) documents registering a protest;
- c) documents warning of possible measures of retaliation;
- d) documents establishing a political or international legal position in respect of an act committed by another state or states or in respect of an international event;
- e) documents announcing measures contemplated or implemented, which are of international significance;
- f) documents recording an agreement or a degree of accord reached.

Naturally, this classification is in some respect conditional, since in practice any diplomatic document may combine several of the above-mentioned characteristics. Even in that case, however, one of the meanings seems to be predominant.

It is customary in diplomatic correspondence to observe the rules of tact and politeness, to avoid harsh expressions wounding to the dignity of the country to which a diplomatic document is addressed.

## UNIT 1.

### FORMAL OR OFFICIAL LETTERS

The so-called *official letter*, basically a type of personal note, is employed at times in diplomatic practice. Official letters and notes are usually written in the language of the sender or in one of the diplomatic languages.

An official letter is a formal communication done in writing, that is, written according to fixed, explicit, and definite convention, rules, customs, or format. The official letter is intended to voice the person or, usually, the entity that issued it, like Federal or Governmental agencies, public or private companies. An official letter is usually considered as a binding letter.

In English there are a number of conventions that should be used when writing a formal/official or business letter. Furthermore, one should try to write as simply and as clearly as possible, and not to make the letter longer than necessary. It is essential to remember not to use informal language like contractions.

A formal diplomatic style is used for communications of a formal nature addressed to:

- Heads of State or Government or international organizations;
- Ministers for foreign affairs;
- Permanent representatives of Missions;
- Observers.

Where formal style is required, the established phraseology of diplomatic correspondence should be used.

As a general rule, if the letter is longer than one page each page except the first should be numbered. In the absence of the continuation page with the header automatically generated by the text-processing software, use Arabic numerals between hyphens (no space is left before or after the numeral), 0.5 inches below the top of the page. Three line spaces should be left between the page number and the continuation of the text.

The date should be in the form “2 August 1999”. Use cardinal numbers. Do not abbreviate the names of the months. In letters and memoranda, the date should appear in the upper right-hand part of the page, aligned (horizontally or vertically) with the reference number. The date line is used to indicate the date the letter was written. However, if your letter is completed over a number of days, use the date it was finished in the date line. When writing to somebody within the United States, use the American date format. (The United States-based convention for formatting a date places the month before the day. For example: June 11, 2001.)

A reference or identifying number should be assigned to each piece of outgoing correspondence to facilitate retrieval. This number may, for instance, consist of the initials of the department in which the letter originated; the initials of the office, section or unit that drafted the letter or note verbale; a serial number and an indication of the year in parenthesis. Some examples of reference numbers are SCA/2/99 (12) or LA/COD/23. The reference or identifying number should be typed on the same horizontal line as the printed word “Reference:” with the same margin as the text.

In addition to the original for the addressee, copies of the letter or other piece of correspondence should be prepared as needed for the drafter, for departmental files and, when necessary, for the information of other interested parties. All corrections made on the original



should appear on each of the copies. Copies should be initialed by the signing official in the place where his or her signature is applied to the original.

If a letter or memorandum is personal and/or confidential, the word “Personal” or “Confidential” or the words “Personal and confidential” should appear below the reference number.

The sender's address is usually included in letterhead. If you are not using letterhead, include the sender's address at the top of the letter one line above the date. Do not write the sender's name or title, as it is included in the letter's closing. Include only the street address, city, and zip code.

The inside address is the recipient's address. Include a personal title such as Ms., Mrs., Mr., or Dr. A woman's preference in being addressed as Miss, Mrs., or Ms. should be taken into consideration. If you are unsure of a woman's preference in being addressed, use Ms. If there is a possibility that the person to whom you are writing is a Doctor or has some other title, use that title. Usually, people will not mind being addressed by a higher title than they actually possess. For international addresses, type the name of the country in all-capital letters on the last line. The inside address begins one line below the sender's address or one inch below the date. It should be left justified, no matter which format you are using.

Formal letters to ministers for foreign affairs or permanent representatives should, as a rule, include the name of the addressee in the address. The address should also contain personal titles such as “His Excellency”, “Her Excellency” and “Ambassador”, written in full (though sometimes the abbreviated form can be encountered, e.g. “H.E.”). The full address should be given on the envelope, but details such as street address and room number may be omitted on the letter itself.

Generally, formal or official letters are drafted by some officials and signed by others, at a higher rank. All correspondence except notes verbales should show the initials of the drafter followed by an oblique line and the initials of the typist, both in upper-case letters, for example, AB/CD, on the first page of all copies, in the upper right-hand corner. When two or more persons collaborate in the drafting of a communication, the initials of all the persons concerned should be given, those of the person having primary responsibility being given first, for example, AB/CD/EF. If a person merely makes minor changes on a draft prepared by someone else, his or her initials should not appear.

A letter should start with a salutation. Take great care in the use of official and personal titles in the address, salutation and text of communications. Consult the Protocol and Liaison Service on questions relating to heads of State or Government or foreign ministers or international organizations; on other questions concerning persons or officials in a particular country, consult the appropriate permanent mission. In general, do not use personal titles in the text of correspondence. In addressing a person with ambassadorial rank, the form “Excellency” may be used. The salutation should begin with the same margin as the text and should be typed six or more lines below the reference number, depending on the length of the letter.

If you don't know a reader's gender, use a nonsexist salutation, such as “To Whom It May Concern”. If you don't know the reader's name you may write “Dear Sir(s)”, “Dear Sir or Madam”. It is also acceptable to use the full name in a salutation if you cannot determine gender. For example, you might write “Dear Chris Harmon” if you were unsure of Chris's gender.

The closing begins at the same horizontal point as your date and one line after the last body paragraph. Capitalize the first word only (for example: Thank you) and leave four lines between the closing and the sender's name for a signature. If a colon follows the salutation, a comma should follow the closing; otherwise, there is no punctuation after the closing. Use the closing paragraph to ensure action on the part of the reader.

The complimentary close should be aligned with the signature block. The salutation and corresponding complimentary close may take any of the following forms:

<i>Salutation</i>	<i>Corresponding close</i>
"Dear Sir"/"Dear Madam"	
"Dear Sirs"/"Dear Mesdames"	"Yours truly"
"Dear Mr. ..."/"Dear Mrs. ..."	
"Dear Miss ..."/"Dear Ms. ..."	"Yours sincerely"/"Sincerely yours"
"Dear Mr. (Madam) Ambassador"	"I remain, Dear Mr. (Madam)..."

The form "Dear Ambassador Smith" is not used. Do not use familiar forms such as "Dear Bill" in official letters, even when the writer and the addressee are personally acquainted.

End your letter with your signature preceded by a complimentary close. If this is just an official letter you may write: "Yours faithfully" if you don't know the name of the reader; "Yours sincerely", "With best regards/wishes", etc. if you know the person. The complimentary close for formal letters is "Please accept, Excellency (Sir, Madam), the assurances of my highest consideration". It should be indented as a separate paragraph. This should be followed by your full name and signature.

Where there has been previous correspondence on a subject, the text of a communication should contain a precise reference to the last communication, with the date, reference or file number, and a brief indication of its subject, if necessary.

Examples:

"With reference to your letter of 5 April 1984 concerning ..."

"Further to my letter (reference number) of (date) regarding ..."

"With reference to the letter dated 30 June 1993 addressed to ... by the Permanent Representative of ... to the United Nations, I have the honour to inform you that ..."

If there are enclosures with or attachments to a letter or other piece of communication, indicate this by writing "Enclosure(s)" or "Attachment(s)" at the bottom of the last page; write the number of enclosures or attachments, if there is more than one. When appropriate, enclosures should be made available in the relevant working languages. When an enclosure is a translation, the phrase "Translated from ..." with the language of the original communication, should be typed in the upper left-hand corner.

In any correspondence be sure to include in the first paragraph a description of the subject of the text sufficiently detailed to provide an appropriate context for the communication. The paragraph or paragraphs in the middle of the letter should contain the relevant information behind the writing of the letter. Most letters in English are not very long, so keep the information to the essentials and concentrate on organizing it in a clear and logical manner rather than expanding too much. The last paragraph of a formal letter should state what action you expect the recipient to take.

Sometimes it may be helpful to use abbreviations in letters. The following ones are widely applicable:

- **asap** = as soon as possible
- **cc** = carbon copy (when you send a copy of a letter to more than one person, you use this abbreviation to let them know)
- **enc.** = enclosure (when you include other papers with your letter)
- **pp** = per procurationem (a Latin phrase meaning that you are signing the letter on somebody else's behalf; if they are not there to sign it themselves, etc.)
- **P.S.** = postscript (when you want to add something after you've finished and signed it)
- **pto** (*informal*) = please turn over (to make sure that the other person knows the letter continues on the other side of the page)
- **RSVP** = please reply.

All these general rules are common for all types of formal/official and business letters. This style is appropriate for not only diplomatic letters but such forms of letters as letters of complaint, letters of application, etc. However, it would be useful to keep in mind that despite the general rules, each country or organization might have its own regulations.

**Exhibit 1. Formal letter**  
**(Secretariat official to a permanent representative)<sup>1</sup>**

HEADQUARTERS • SIEGE  
TEL.: 1 (2 1 2) 9 6 3. 1 2 3 4 •

NEW YORK, NY 10017  
FAX: 1 (2 1 2) 9 6 3. 4 8 7 9

REFERENCE: LA19.4.2

29 January 1999

Her Excellency  
Ms. Penny W. Wensley  
Permanent Representative of Australia  
to the United Nations  
New York, NY

Excellency,

On behalf of the Secretary-General, I should like to invite your attention to the fact that the terms of office of the following five members of the International Court of Justice will expire on 5 February 2000:

Mr. Christopher G. Weeramantry (Sri Lanka)

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<sup>1</sup> The original form of all documents has been preserved to demonstrate various styles.

Mr. Gilbert Guillaume (France)

Mr. Raymond Ranjeva (Madagascar)

Ms. Rosalyn Higgins (United Kingdom of Great Britain and Northern Ireland)

Mr. Gonzalo Parra-Aranguren (Venezuela)

In accordance with Articles 4 and 13 of the Statute of the International Court of Justice, the General Assembly and the Security Council, during the fifty-fourth regular session of the General Assembly, will elect five judges for a period of nine years, beginning on 6 February 2000.

I have the honour to refer to paragraph 1 of Article 4 of the Statute of the Court and to request you to transmit the enclosed communication to the members of the national group of your country in the Permanent Court of Arbitration, inviting them to nominate candidates in the election. This request is made in accordance with paragraph 1 of Article 5 of the Statute of the International Court of Justice which provides, inter alia, that the Secretary-General should invite the members of the Permanent Court of Arbitration to undertake, by national groups, the nominations "within a given time".

With this provision in view, the national group has been requested to send its nominations so as to reach the Secretary-General no later than 31 August 1999. It should be noted that in application of the foregoing provision of Article 5, nominations made after this date may not be acceptable.

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

Hans Corell  
Under-Secretary-General for Legal Affairs,  
The Legal Counsel

Enclosure

## **Exhibit 2.**

Dear International Chairmen/Presidents,

I am writing to you as the newly elected President of the International Council of the English Speaking Union (ESU) to thank you for the confidence and trust that has been placed in me and to express my strong desire to work with all of you over the next year in furthering our common objectives.

Those of you who were present at the recent Council Meeting in Albania will, I hope, agree with me that we had some very useful and constructive discussions, the results of which will be circulated shortly.

I was very moved by the warmth, goodwill and friendship that was palpable in our meetings in Albania. I believe deeply that the ESU is playing a valuable role in human society, bringing people together one by one to create genuine, creative and constructive relationships. I also believe the potential of the ESU to develop this further in additional and innovative ways is

huge, perhaps greater than we might initially envisage. I sincerely hope we shall all engage in a creative, inspiring conversation throughout the year and I invite you all to commit some of your time and energy to participate in this process so that collectively we can move the ESU a few steps forward on its extraordinary journey.

Gar0 Keheyen  
President  
ESU International Council

Founder and President  
Pharos Arts Foundation  
24 Severis Ave  
1080 Nicosia Cyprus

**Exhibit 3.**

September 18, 2007

Embassy  
Of The Arab Republic Of Egypt  
Yerevan

AMBASSADOR

Excellency,

I have the honour to inform you that today I have presented to H.E. Mr. Robert Kocharyan President of the Republic of Armenia the Letters accrediting me as Ambassador Extraordinary and Plenipotentiary of the Arab Republic of Egypt to the Republic of Armenia.

I seize this opportunity to express my wish to maintain and strengthen the cordial relations, both personal and official, which happily exist between our two Countries and Missions.

Please accept, Your Excellency and esteemed colleague, the assurances of my highest consideration.

Wahid Eldin Galal  
Ambassador  
Extraordinary and Plenipotentiary

H.E. Mr. Hong Jiuyin  
Ambassador Extraordinary and Plenipotentiary of China  
Yerevan



MISIÓN PERMANENTE DE MÉXICO

ONU02993

New York, 9 August, 2010

Excellency,

I have the honour to refer to the upcoming World Youth Conference (WYC 2010) which will take place in León Guanajuato, México, from 25 to 27 August, 2010. In this regard, I would like to convey the gratitude of my Government to the Government of the Republic of Armenia for confirming the attendance of an Official Delegation to the abovementioned Conference.

The WYC 2010 is an initiative sponsored by the Government of Mexico, in collaboration with UNFPA, UNIFEM, UNDP, UNESCO and the Youth Program of the United Nations.

In this forum, representatives of governments, civil society and youth organizations will identify priority actions on youth related issues and development policies, in accordance with the Millennium Development Goals, and it will strive to strengthen cooperation between governments and other relevant stakeholders.

The WYC 2010 outcome will provide valuable input for the United Nations Youth Conference, to be held during the International Year of Youth, in accordance with the General Assembly resolution 64/134.

Please find enclosed herewith, the draft version of the Declaration of the WYC 2010 as well as the Official Programme for the Government Forum and a document containing logistic information regarding the venue and accommodation details. Further information about the activities of the aforementioned Forum can be found in the following website: [www.youth2010.org](http://www.youth2010.org)

Do not hesitate to contact Mr. Roberto De Leon Huerta ([rdeleon@sre.gob.mx](mailto:rdeleon@sre.gob.mx)) and Mr. Christian Gonzalez ([tgonzalezj@sre.gob.mx](mailto:tgonzalezj@sre.gob.mx)), should you or your Government have any questions or observations concerning the modalities of the Conference.

I avail myself of this opportunity to renew to you the assurances of my highest consideration.

Claude Heller  
Ambassador  
Permanent Representative  
to the United Nations

**H. E. Mr. Garen Nazarian**  
**Ambassador Extraordinary and Plenipotentiary**  
**Permanent Representative of the Republic of Armenia**  
**to the United Nations**

## **Exhibit 5.**

**To: Minister of Nature Protection of the  
Republic of Armenia**

Dear Mr. Harutyunyan

We would like to cordially invite You to participate in the **Black Sea Economic Forum** organized under the auspices of President of Ukraine Viktor Yanukovych by the Council of Ministers of the Autonomous Republic of Crimea and taking place on October 15-16, 2010 in Yalta. In providing a high-level continuous platform for dialogue among leading government and business stakeholders of the Black Sea region, the Forum will focus on the most relevant issues of economic cooperation and help discover new opportunities for joint projects and initiatives, positively affecting investment climate, economic development and competitiveness of the entire region and Crimea in particular.

The event is expected to become an annual setting for new legislative incentive updates and other economic initiatives continuous development, which strengthen Crimea's and other regional economies' investment attractiveness and economic growth.

The Forum will bring together over 250 government and business representatives as well as experts and media from the Black Sea region countries such as Ukraine, Russia, Georgia, Turkey, Bulgaria, Romania, Moldova, Armenia and Azerbaijan.

The Forum's agenda will address a number of crucial topics, such as the significant potential, economic and geopolitical role of the Black Sea region, as well as opportunities for cooperation in key sectors and projects.

On behalf of the Council of Ministers of the Autonomous Republic of Crimea we look forward to welcoming You among the Forum's esteemed guests.

Sincerely Yours

**Chairman of the Council of Ministers  
of the Autonomous Republic of Crimea  
Vasiliy Dzhartry**

## **Assignments**

### **I. Read the text and answer the checkup questions:**

1. What is the language of an official letter? 2. What is the primary purpose of the official letter? 3. Who are the official letters usually addressed to? 4. What is the correct form of date in formal letters? 5. Why is it necessary to assign a reference or identifying number to each piece of outgoing correspondence? 6. Where should the words "Personal and confidential" appear in a letter? 7. What forms can salutations/complimentary closes for formal letters take? 8. What is

indicated in a letter if there are enclosures with it? 9. What is the most characteristic feature of letters in English?

**II. Study the use of the word “*formal*” in different phrases. Suggest their Armenian equivalents:**

- ~ approach – \_\_\_\_\_
- ~ authority – \_\_\_\_\_
- ~ bid – \_\_\_\_\_
- ~ framework – \_\_\_\_\_
- ~ organization – \_\_\_\_\_
- ~ relationship – \_\_\_\_\_
- a ~ resemblance between two things – \_\_\_\_\_
- ~ invitation – \_\_\_\_\_
- ~ accusation – \_\_\_\_\_
- ~ allegation – \_\_\_\_\_
- ~ averment – \_\_\_\_\_
- ~ complaint – \_\_\_\_\_
- ~ consent – \_\_\_\_\_
- ~ diversion – \_\_\_\_\_
- ~ gown – \_\_\_\_\_
- ~ procedure – \_\_\_\_\_
- ~ validity – \_\_\_\_\_
- ~ warrant – \_\_\_\_\_

**III. Give the English equivalents of the phrases below:**

- առաջնային բաժանմունք – \_\_\_\_\_
- ողջույն – \_\_\_\_\_
- քաղաքավարի փակում – \_\_\_\_\_
- մտից հաղորդակցություն – \_\_\_\_\_
- ելից փաստաթուղթ – \_\_\_\_\_
- կազմել/գրել/պատրաստել նախագիծ – \_\_\_\_\_
- գրավոր հաղորդագրություն – \_\_\_\_\_
- նախարարության ձևաթուղթ – \_\_\_\_\_
- երկրի փոստային ինդեքս – \_\_\_\_\_
- հասցեատիրոջ հասցե/այն մարդու հասցեն, ում ուղղված է նամակը – \_\_\_\_\_
- ներդիր նամակ – \_\_\_\_\_
- թեք գիծ – \_\_\_\_\_
- գրել անվան առաջնատառերը – \_\_\_\_\_



IV. Below is a formal letter. Your job is to decide which of the suggestions in bold text are most appropriate:

Dear Mr. Sexton,

I'd write/I am writing to complain about the state of the yard/condition of the playground. Over the last two weeks, I have noticed loads of rubbish/a great deal of litter. I reckon/It is my opinion that this litter is a health hazard. For example, yesterday a 4-year-old boy fell over and cut his hand on a broken bottle. The boy I'm talking about/The boy in question needed four stitches.

Furthermore/On top of this, the litter is an eyesore. Our school has beautiful views of the river and these are wrecked/spoiled by the litter. I believe/I reckon that there are a load of things/a number of things that you could do to fix/rectify this problem. Firstly, it may be possible for you to/you could purchase additional litterbins. This would help stop/prevent people discarding their litter recklessly/willy-nilly. What's more/In addition, I think that our school needs better/more adequate security to prevent vandals littering.

To finish/In conclusion, I hope you will take my concerns seriously and I look forward to your reply/you writing back to me.

All the best/Yours sincerely

V. Fill in each blank with the required prepositions and articles where necessary:

September 13, 2010

To: Minister of Nature Protection \_\_\_\_\_  
the Republic of Armenia  
Aram Harutyunyan

Dear Mr. Harutyunyan

We appreciate your interest \_\_\_\_\_ the *Black Sea Economic Forum* which is taking place \_\_\_\_\_ *November 26-27, 2010 in Yalta.*

\_\_\_\_\_ behalf of the Council of Ministers of \_\_\_\_\_ Autonomous Republic of Crimea, we kindly invite You to contribute \_\_\_\_\_ the Forum's programme by participating \_\_\_\_\_ the round table discussion *PRIORITIES OF THE BLACK SEA ENVIRONMENT AND NATURAL RESOURCES PROTECTION*. The discussion will be held on *November 27, from 15.00 to 16.30 (Please note that the programme is subject \_\_\_\_\_ change).*

You are kindly requested to deliver a short speech up to 7-10 minutes to be followed by \_\_\_\_\_ moderated discussion. The working languages of \_\_\_\_\_ Forum are \_\_\_\_\_ English, Ukrainian and Russian.

According \_\_\_\_\_ the Forum's reimbursement policy for the Speaker, economy class ticket will be refunded \_\_\_\_\_ you by the organizers. Accommodation (two nights, November 25-26) in a 4-star hotel and transfer from and to \_\_\_\_\_ Simferopol airport will also be provided.

Other attendants are expected to register \_\_\_\_\_ regular terms as Forum participants and cover all participation expenses.

Please contact *Ms. Anna Karashivska* \_\_\_\_\_ any further details regarding \_\_\_\_\_ your participation.

Please provide the organizers with your \_\_\_\_\_ travel details by November 1 for booking confirmations. If you attend one day of the conference, please inform \_\_\_\_\_ the organizers ASAP to adjust the hotel booking. If you wish to stay in \_\_\_\_\_ same hotel longer, please inform the organizers for extra night booking ASAP. Please note that the organizers will not cover \_\_\_\_\_ extra nights.

We look forward \_\_\_\_\_ seeing You among the Forum's esteemed guests and speakers.

Sincerely Yours,

*Black Sea Economic Forum Organizing Committee*

#### VI. Memorize the following:

hereupon	սրա հետևանքով, սրա պատճառով	thereon	դրանից հետո
heretofore	մինչև այժմ, մինչև այս	therefrom	այնտեղից
hereon	սրանով, սրանից հետո, այնուհետև	therefore	դրա համար
hereinafter	ստորև	thereby	դրա շնորհիվ, դրա միջոցով
hereto	առ այս, մինչև հիմա	thereafter	այն ժամանակվանից, դրանից հետո
herein	սրանով, այստեղ, սրանում	whereon	ինչի վրա, որի վրա
herewith	1) ընդամին կցվում է, կից (ուղարկվում է); 2) սրանով, սույնով	whereof	ումից, ինչից
hereby	սրանով, սույնով	whereto	ինչի համար, ինչ նպատակով
thereupon	դրա հետևանքով, այդ պատճառով	wherefore	ինչու, ինչ պատճառով
therewith	դրանից անմիջապես հետո, իսկույն	wherewith	որով, ինչով, ինչ բանով
therefore	ուստի, դրա համար, հետևաբար	whereby	օգնությամբ, միջոցով
therein	այնտեղ, այնտեղ, նրա մեջ, դրա մեջ	whereupon	որից հետո. այն ժամանակ
thereof	սրանից, դրանից, նրանից	whereat	այնուհետև, ապա
thereto	դեպի այն, դեպի դա	whereas	մինչդեռ

**VII. Translate into Armenian paying attention to the words in bold:**

1. He began to exaggerate his **heretofore** simple conversation to suit the newspaper demand.  
\_\_\_\_\_
2. Any provision of any prior Executive order in conflict **herewith** is **hereby** superseded to the extent of such conflict. \_\_\_\_\_
3. In witness **whereof** the undersigned Plenipotentiaries, being duly authorized **thereto** by their respective Governments, have designed the present Convention.  
\_\_\_\_\_  
\_\_\_\_\_
4. We, **therefore**, kindly request Your Excellency to transmit this communication for the information of the Member States. \_\_\_\_\_
5. The Attorney General **hereby** is delegated the power to approve the use of this for intelligence purposes, within the United States. \_\_\_\_\_
6. The sides were pleased to comply **hereby** with that request and to send them **herewith** the text of resolution. \_\_\_\_\_
7. **Thereupon** the Ministry directs attention of all diplomatic representatives, consular offices and offices of international organizations on necessity to take proper measures for execution of legal requirements of the country of residence. \_\_\_\_\_
8. Whenever any provision of this Constitution or any law passed pursuant **hereto** is subject to more than one reasonable meaning or interpretation, it shall be construed in a most favorable way to the protection of individual rights. \_\_\_\_\_
9. The UN has condemned all practices of segregation and discrimination associated **therewith**.  
\_\_\_\_\_
10. The advantages of this state of things have never **heretofore** been properly placed before the public. \_\_\_\_\_

**VIII. Translate the following sentences into English:**

1. Առաջնային բաժանմունքի կամ գրասենյակի կողմից կազմված առանձին նամակներն ու վերբալ նոտաները պետք է տպվեն համապատասխան ձևաթղթի վրա:  
\_\_\_\_\_  
\_\_\_\_\_
2. Մտից հաղորդակցությունների պատասխանները, անկախ այն բանից, ներքին են դրանք, թե արտաքին, պետք է պատրաստվեն և ուղարկվեն անմիջապես:  
\_\_\_\_\_

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3. Կազմակերպության ղեկավարի բացակայության դեպքում կազմակերպության պատասխանատու պաշտոնյան սովորաբար պետք է ստորագրի հաղորդագրությունն իր անունից: \_\_\_\_\_

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4. Մենք համոզված ենք, որ բանաձևի նախագծի ընդունումը կնպաստի ռասիզմի և ռասայական խտրականության դեմ պայքարին ուղղված համընդհանուր ջանքերին: \_\_\_\_\_

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5. Այսպես կոչված «տարօրինակ» գործի ծագման մասին մի զարմանալի տարբերակ է սկսել շրջանառվել կառավարության անդամների մեջ/շրջանում վերջին 48 ժամվա ընթացքում: \_\_\_\_\_

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6. Կազմակերպությունն իր մտադրությունների մասին տեղյակ պահեց նախագահին՝ ուղարկելով ընդունված որոշման պատճենը: \_\_\_\_\_

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7. Դիվանագիտական դասը մասնագիտական և սոցիալական դասային համակարգ է, որը կիրառվում է դիվանագիտության և միջազգային հարաբերությունների ոլորտում: \_\_\_\_\_

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8. Ինչպես պարզվեց, պարոն Սմիթի հավատարմագրումը որպես նոր դեսպան կապված էր որոշակի անհաղթահարելի խնդիրների հետ, ուստի որոշվեց դիտարկել այլ թեկնածություններ: \_\_\_\_\_

---

9. Նախարարությունից ուղարկվող բոլոր պաշտոնական նամակներն ու գրությունները պետք է գրանցվեն ելից փաստաթղթերի հատուկ գրանցամատյանում: \_\_\_\_\_

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10. Եթե նամակը գրվում է ինչ-որ մեկի անունից, ապա այն կազմողի/գրողի անունը կամ անվան առաջնատառերն անպայման պետք է լինեն նամակի վերջում: \_\_\_\_\_

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**IX. Read and translate into Armenian the letter below taking note of the words and phrases in bold type:**

Dear Sirs,

Please print out, complete, and return to us the certification attached below as a Word document. This is quite important, and is the result, as explained below, of a new U.S. law passed **in response to the attacks** on the World Trade Center and Pentagon.

We need to receive the original form by 21 December, 2001.

Please see the **attached certification** for clarification.

Please note that this list is provided for informational purposes only, and **does not constitute an endorsement** by Union Bank of California or Union Bank of California International. You must **do your own evaluation** in selecting an appropriate agent. Union Bank of California or Union Bank of California International is not **responsible for the consequences** of any such engagement between our correspondent and a company providing such agency services.

We appreciate your attention to this matter and apologize for any inconvenience it occasions.

Thanks and best regards.

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

**X. Write a formal letter:**

Sender's Name

Address

Telephone Number

Email Address

Date

Recipient's Name

Address

Subject: (PURPOSE OF THE LETTER)

In the next paragraph, give out the details, i.e. the facts that support the statement you made in the first paragraph. You can end the letter with this paragraph or you can have another one, if the information you want to convey does not fit in this paragraph. Complete the letter by thanking the recipient for taking out time to read the letter.

(Enclosures)

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

## Quiz

1. *Which of the following is used to start a very formal letter?*
  - Dear John
  - Hi Suzy
  - My Dear Elaine
  - Dear Sir or Madam
  
2. *Which of the following is a way of starting a formal letter?*
  - Thank you for your letter dated 26th August 2005.
  - Thanks for your letter; it was great to hear from you.
  - Thank you for your letter about...
  - Thanks for dropping me a line...
  
3. *Which would be a suitable way to introduce some bad news in a formal way?*
  - I feel really bad about this but...
  - I'm sorry to have to break the bad news but...
  - I regret to inform you...
  - I'm so sorry about...
  
4. *Which of the following is an expression suitable for a formal letter?*
  - Regards to Mr. X
  - Please give my regards to Mr. X
  - Say hi to Mr. X
  - Give Mr. X my best wishes
  
5. *Which of the following is NOT a suitable final sentence for a formal letter?*
  - Look forward to hearing from you soon.
  - Hope to see you soon.
  - Looking forward to a swift response.
  - Looking forward to meeting you.
  
6. *Which of the following is NOT a suitable way to end a formal letter?*
  - Yours faithfully
  - Yours sincerely
  - Best wishes
  - Love

## UNIT 2

### LETTERS OF CREDENCE AND LETTERS OF RECALL

Besides the style, letters are classified according to the message they convey. Thus, there are several types of letters. Letters of credence and recall are, perhaps, the most formal letters written in high-flown style and deserve special consideration.

A letter of credence is a formal letter sent by one head of state to another head of state that formally grants diplomatic accreditation to a named individual (usually but not always a diplomat) to be their ambassador in the country of the head of state receiving the letter. It duly certifies the representative (diplomatic) character of his mission and of his person as a diplomatic representative. The letter of credence of an ambassador or envoy is drawn up in an established form and is addressed by the head of one state to the head of another, the appropriate signatures and seals being duly affixed thereto. The signature of the head of state is usually confirmed by the signature of the head of the department of foreign affairs. The letter of credence must, in principle, be opened by the head of state at the time of presentation. A true copy (*copie d'usage*) is added which is destined to be delivered by the head of mission to the Minister for Foreign Affairs at the time of his arrival. In view of the importance of the position, official as well as personal, of the head of a diplomatic mission, custom requires that the government which sends the envoy ascertains before his appointment that he will be *persona grata*. The request for *agrément* or acceptance is presented either through the head of mission of the receiving state or the *chargé d'affaires* who is temporarily in charge of the mission, or through the diplomatic mission of the sending state in the receiving state. As soon as consent is obtained the appointment is made public.

A letter of recall is the opposite, a letter sent from one head of state to another head of state recalling an ambassador, either as a means of diplomatic protest or because the diplomat is being reassigned elsewhere and is being replaced by another envoy.

In parliamentary democracies, heads of state accept or reject letters of credence on the basis of advice (that is, instructions from the government which put the head of state under obligation) from their state's government. In reality, however, they are almost invariably accepted, as both states will have informally discussed the issue prior to the formal ceremony.

Letters of credence are the most formal form of exchange between states short of state visits, with formal modes of address such as titles and styles being used.

Until a head of state formally accepts a letter of credence, an ambassador-designate does not formally assume diplomatic status, including the possession of diplomatic immunity. In many states, a minister in the government or in cabinet will be present with the head of state at the actual ceremony, to symbolize the fact that the acceptance or rejection of the letter of credence is on the basis of government advice.

Given that a head of state sends a letter of credence to a fellow head of state, the corollary is true also. The person who sends a letter of credence is by implication a head of state (unless they are acting as the representative or designate of a head of state; for example, a governor-general).

Traditionally monarchs, particularly European ones, address each other in formal communications in the singular, e.g. "I being desirous" but address Presidents and other Heads



of State in the plural, e.g. “We being desirous”. They also close formal letters with “Your good brother/sister” for sovereigns, but with “Your good friend” for other leaders”.

A letter of credence states the name and title (rank) of the sender and recipient, the name and diplomatic rank of the representative, and a request to “accredit” him in all relations, namely, as a representative of the said state. Sometimes the letter of credence sets out briefly the reasons and aims of the diplomatic mission and the state of diplomatic relations between the two countries at the time.

The letter of credence is handed over by the diplomatic representative at his first audience with the head of state, and a certified copy thereof is forwarded beforehand to the head of the department of foreign affairs.

A letter of credence states the general powers of the diplomatic representative. Once accredited, he needs no further authority for his statements and declarations in the country in which he is stationed, and all his official acts, letters, and utterances are entirely the responsibility of the government that has appointed him. However, his credentials as such do not empower the diplomatic representative to sign international agreements without special authorization.

A letter of credence loses its validity in the event of the death of the head of state who appointed the diplomatic representative or of the head of state to which he is accredited, or if the form of government in the country in which he is stationed or of his own country has been changed, or if the rank of the diplomatic representative is changed. When a diplomatic representative leaves his post he hands over his letter of recall (*lettre de rappel*) and in turn sometimes receives a recredential (*lettre de récréance*) to remit to his own government on returning to his country. The form of the letter of recall and of the recredential conforms to the letter of credence.

Letters of credence and of recall are handed over to the head of state at a formal ceremony.

## **Exhibit 6.**

PRESIDENT  
OF THE RUSSIAN FEDERATION  
*TO HIS EXCELLENCY*  
*MR. TABO MVUYELWA MBEKI*  
*PRESIDENT OF THE SOUTH AFRICAN REPUBLIC*

Your Excellency,

Pursuing the policy of strengthening cooperation between nations and being desirous to contribute to the further development of friendly relations between the Russian Federation and the South African Republic, I decided to accredit to You, Your Excellency, citizen Andrei Anatolyevich Kushakov to represent me as Ambassador Extraordinary and Plenipotentiary to South African Republic.

Accrediting citizen Andrei Anatolyevich Kushakov by the present letter of credence, I request You, Your Excellency, to receive him favourably and to give full credence to all that he will have the honour to say to You on my behalf and on behalf of the government of the Russian Federation.

(Signature) V. Putin

Kremlin, Moscow

«            » 2000

Countersigned: I. Ivanov  
Minister of Foreign Affairs  
of the Russian Federation

## Exhibit 7.

### Letter of Recall

*Elizabeth the Second,  
By the Grace of God of the United  
Kingdom of Great Britain and  
Northern Ireland and of Her other  
Realms and Territories Queen,  
Head of the Commonwealth,  
Defender of the Faith*

*To His Excellency  
Mr Boris Yeltsin,  
President of the Russian Federation*

Sendeth Greeting!

Our Good Friend!

Our Trusty and well-beloved Sir Rodric Quentin Braithwaite, Knight Commander of Our Most Distinguished Order of Saint Michael and Saint George, who has for some time resided with You in the character of Our Ambassador Extraordinary and Plenipotentiary, being now on the point of retiring from Our Diplomatic Service, We have thought fit to notify You of the termination of his Mission in that capacity.

We are Ourselves so satisfied with the zeal, ability, and fidelity with which Sir Rodric Braithwaite has executed Our orders on all occasions during his Missions that We trust his conduct will also have merited Your approbation, and in this pleasing confidence

We avail Ourselves of the opportunity to renew to You the assurances of Our constant friendship, and of Our earnest wishes for the welfare and prosperity of the Russian Federation.

Given at Our Court of Saint James's, the Eighth day of May, One thousand Nine hundred and ninety-two, in the Forty-first Year of Our Reign.

Your Good Friend,

(Signed) ELIZABETH R.

**Exhibit 8.**

(Great Seal of the USA) William Jefferson Clinton  
President of the United States of America

To His Excellency  
Boris Yeltsin,  
President of the Russian Federation

Excellency:

I have appointed Thomas R. Pickering, a distinguished citizen of the United States, to represent me before your Government as Ambassador Extraordinary and Plenipotentiary of the United States of America.

He is well aware of the mutual interests of our two countries and shares my sincere desire to preserve and enhance the long friendship between us.

My faith in his high character and ability gives me complete confidence that he will carry out his duties in a manner fully acceptable to you.

Accordingly, I entrust him to your confidence. I ask that you receive him favorably and give full credence to what he shall say on the part of the United States as well as to the assurances which he bears of my best wishes for the prosperity of the Russian Federation.

Very truly yours,

By the President

(Signed) William Clinton

(Countersigned) Warren Christopher,  
Secretary of State

Washington, May 12, 1993

**Exhibit 9.**

PRESIDENT  
OF THE RUSSIAN FEDERATION

*TO HIS EXCELLENCY*  
*MR. TABO MVUYELWA MBEKI*  
*PRESIDENT OF THE SOUTH AFRICAN REPUBLIC*

Your Excellency,

I have decided to give citizen Vadim Borisovich Lukov another appointment, having recalled him from the post of Ambassador Extraordinary and Plenipotentiary of the Russian Federation to the South African Republic.

Being confident that Vadim Borisovich Lukov has invariably contributed to the maintenance of friendly relations between the Russian Federation and the South African Republic I request You, Your Excellency, to receive his letters of recall.

(Signature) V. Putin

Kremlin, Moscow

«            » 2000

Countersigned: I. Ivanov  
Minister of Foreign Affairs  
of the Russian  
Federation

**Assignments**

**I. Read the text and answer the checkup questions:**

1. What is a letter of credence? 2. Who are the letters of credence usually addressed to? 3. What is a letter of recall? 4. When can an ambassador-designate formally assume diplomatic status? 5. Why can't a diplomatic representative sign international agreements? 6. When does a letter of credence lose its validity? 7. What does a diplomatic representative do when he leaves his post?

**II. Study the use of the given words in different phrases. Suggest their Armenian equivalents:**

**Credit/Credence**

to gain credence – \_\_\_\_\_  
to give credence to – \_\_\_\_\_  
lend/add credence to – \_\_\_\_\_  
to present the credentials – \_\_\_\_\_  
a man of credit – \_\_\_\_\_  
to attach credence to sb – \_\_\_\_\_  
letter of credence (letters of credence) – \_\_\_\_\_  
credential committee – \_\_\_\_\_  
political creed – \_\_\_\_\_  
credible companion – \_\_\_\_\_  
to find credence – \_\_\_\_\_  
to refuse credence – \_\_\_\_\_  
to have the credit of – \_\_\_\_\_  
to lose credit – \_\_\_\_\_

***Recall***

letters of recall – \_\_\_\_\_  
to give the signal of recall – \_\_\_\_\_  
beyond/past recall – \_\_\_\_\_  
to recall distinctly/vividly – \_\_\_\_\_  
recall of a representative – \_\_\_\_\_  
to recall from circulation – \_\_\_\_\_  
to recall a sentence – \_\_\_\_\_

**III. Give the English equivalents of the phrases below:**

հանձնել հավատարմագրերը – \_\_\_\_\_  
մանդատային հանձնաժողով – \_\_\_\_\_  
քաղաքական համոզմունք – \_\_\_\_\_  
մարդ, որն ունի լավ համբավ – \_\_\_\_\_  
վստահել – \_\_\_\_\_  
վստահություն վայելել – \_\_\_\_\_  
կորցնել վստահությունը – \_\_\_\_\_  
երախտիք ունենալ – \_\_\_\_\_  
վերահավատարմագրման/երկրորդ անգամ հավատարմագրման հավաստագիր – \_\_\_\_\_  
հետկանչման գիր – \_\_\_\_\_  
ներկայացուցչի հետ կանչում – \_\_\_\_\_  
շնորհել դիվանագիտական հավատարմագիր – \_\_\_\_\_  
ստորի դնել կնիք՝ սահմանված կարգի համաձայն – \_\_\_\_\_  
նորանշանակ դեսպան – \_\_\_\_\_

պաշտոնակից պետության գլուխ – \_\_\_\_\_  
նշված պետության գլուխ – \_\_\_\_\_  
հակիրճ շարադրել պատճառներն ու նպատակները – \_\_\_\_\_  
կորցնել վավերականությունը – \_\_\_\_\_

#### IV. Translate into Armenian:

1. Letters addressed by presidents of republics to sovereigns may be credentials of ambassadors or ministers, letters of recall, recredentials, announcement of election to the president, etc.  
\_\_\_\_\_  
\_\_\_\_\_
2. The résumé should outline all your credentials and capabilities including your educational qualification and your job history. \_\_\_\_\_  
\_\_\_\_\_
3. The new agent must be considered incognito until he presents his credentials to the head of state. \_\_\_\_\_  
\_\_\_\_\_
4. We take great care to verify the credentials of prospective clients. \_\_\_\_\_  
\_\_\_\_\_
5. Looking back, I can recall the reception organized at the Embassy on the occasion of the Day of Independence. \_\_\_\_\_  
\_\_\_\_\_
6. On the date that the ambassador presents his letter of credence to the head of state or appropriate authority of the receiving nation the ambassador officially becomes the representative of his country. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. It is unusual, in modern practice, for an ambassador, on retiring from his post, to present his Letters of Recall himself. \_\_\_\_\_  
\_\_\_\_\_
8. Delivery of the credentials of the new head of mission should be preceded by the sending of the letters of recall of the agent whose mission has been brought to an end.  
\_\_\_\_\_  
\_\_\_\_\_
9. The newly appointed Head of Diplomatic Mission returns to his/her residence, official premises of the diplomatic mission or a hotel, accompanied by a representative of the Protocol of the Ministry of Foreign Affairs. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. In most states, the presentation of credentials by a diplomatic representative implies de jure recognition of a provisional government. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



This image shows a single sheet of white paper with horizontal blue or grey ruling lines, typical of notebook paper. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

**VI. Translate the letter of credence into English:**

Հայաստանի Հանրապետության Նախագահ  
Ս. Ա. Սարգսյան

Նորին Գերազանցություն պարոն Բ. Օֆամային  
Ամերիկայի Միացյալ Նահանգների նախագահին

Ձերդ Գերազանցություն,

Հետևելով ժողովուրդների միջև համագործակցության ամրապնդման քաղաքականությանը և ցանկանալով նպաստել Հայաստանի Հանրապետության և Ամերիկայի Միացյալ Նահանգների միջև բարեկամական հարաբերությունների զարգացմանը, որոշել են հավատարմագրել Ձեզ մոտ քաղաքացի \_\_\_\_\_ որպես իմ Արտակարգ և Լիազոր Դեսպան:

Հավատարմագրելով քաղաքացի \_\_\_\_\_, սույնով, խնդրում եմ Ձեզ, Ձերդ Գերազանցություն, ընդունել նրան բարեհաճությամբ և հավատալ այն ամենին, որ նա պիտի պատիվ ունենա շարադրելու Ձեզ իմ անունից և Հայաստանի կառավարության անունից:

(Նախագահի անձնական ստորագրություն)

Հաստատեց Հայաստանի  
Հանրապետության արտաքին գործերի  
նախարար \_\_\_\_\_  
Երևան

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Remarks by Bela Szombati  
Ambassador of Hungary to the United States of America upon presenting his Letter of  
Credence

Mr. President,

It is a **distinct honour and privilege** to present to you the **Letter of Credence** by which the President of the Republic of Hungary appoints me to serve as Ambassador, as well as the **Letter of Recall** of my predecessor. The fact that I am the seventh Ambassador of a free Hungary to the United States since the **democratic transition** of the early 1990s, and the fourth since our **alliance has been formalized** by Hungary's membership in the North Atlantic Treaty Organization in 1999, gives one a sense of how far Hungarian-American relations have come since the political transformation of Central and Eastern Europe and the end of the Cold War. This year's **commemorative events recalling** the 20th anniversary of the opening of our borders with Austria allowing tens of thousands of East Germans to flee to the West **illustrate the magnitude of the changes** and **the pivotal role** Hungary played in hastening the fall of the Berlin Wall. Today, Hungary's commitment to the **defense and promotion of human rights, human dignity** and freedom continues, as underlined by the Government's decision to accept for resettlement **a former detainee** from Guantanamo, helping thereby the planned closure of the detention facility.

We in Central Europe have **noted with satisfaction** the symbolism of your trip to Berlin during your **quest** for the Presidency. Your participation as President at the Prague Summit this spring was a reassurance that your Administration will remain engaged in our part of the world. This is an engagement that we welcome and encourage. Our common efforts to bring stability to and strengthen democracy in Afghanistan **remain high on our joint agenda**, and the Western

Balkans and Eastern Europe increasingly need our attention and assistance to finally **overcome decades of conflict and turmoil**. Europe cannot be considered wholly free and at peace until **key countries** – including Serbia and Ukraine – are fully integrated into the European security, economic and political structures, **allaying** at the same time Russian fears that such efforts are directed against them. It is equally important that we continue to work together in supporting the **democratic aspirations of peoples** everywhere – including in Cuba, where Hungary can play a special role in sharing the experience of its own peaceful transition to democracy.

Mr. President,

As you know, Hungary itself has not been **immune to the global economic downturn**. We can now say, however, that the worst is behind us and the Government has succeeded in stabilizing the country's finances, creating an **indispensable condition** of returning to growth, regaining the confidence of investors and business partners thanks to its **adherence to** a strict but necessary **fiscal regime**. I trust that your Administration has noted the progress Hungary has made on these fronts and that we can count on your support in further **reinvigorating our economy**. At a time when trust is of **paramount importance**, we certainly need and welcome such reassurances.

Maybe for the first time in our post-Cold War relations, **an incoming Ambassador** is in the **enviable position** of being able to note the absence of major unresolved issues in our bilateral relationship since visa-free travel to the United States became a reality for Hungarians last year. This increased **ease of mobility** has already had a **favorable impact on** Hungarian citizens' views of the U.S. and their decisions to visit, and do business in your country. I firmly believe that these direct contacts between the citizens of our countries will take our relationship to a higher level, strengthen **the bond of friendship** between our nations, and help our **cooperation and contribution to the common efforts** to make the world a better, safer place.

*The President's reply to the remarks of the newly appointed ambassador of the Republic of Hungary Bela Szombati upon the occasion of the presentation of his Letter of Credence*

Mr. Ambassador:

It is with great pleasure that I accept your Letter of Credence, which establishes you as **Ambassador Extraordinary and Plenipotentiary** of the Republic of Hungary, and I **acknowledge receipt of** the Letter of Recall of your predecessor, Ambassador Ferenc Somogyi, who was exceptional in representing Hungary in the United States. I **extend a warm welcome to** you and your family, and I look forward to working closely with you to broaden and deepen the already close relations between our countries.

Hungary and the United States share a long history of friendship. Long before the historic changes of the past decades, our greatest figures in history **drew inspiration** from each others' ideas and each others' actions. I am pleased this ceremony follows so closely Hungary's national day, when we also commemorate the 1956 uprising. Freedom and democracy **are often intertwined**. Today we stand as partners **advancing** democracy and **freedom**, and as NATO allies actively advancing regional and global security. Our countries' collaboration to support the NATO mission in Afghanistan **illustrates our common interests** and a commitment to **achieving**

**tangible results** that reflect our values. I thank Hungary in particular for its assistance in taking a Guantanamo Bay detainee, which will help to speed the closure of that **detention facility**.

Mr. Ambassador, I look forward to working with you **to advance our common agenda** and deepen the strong and **abiding friendship** of our countries. It is a pleasure to welcome you back to Washington.

[illegible]

## Quiz

**Learn more about diplomatic terms and diplomatic relations.**

1. *Diplomacy can be defined as the art and practice of conducting negotiations between representatives of groups or nations.*
- False
  - True

2. *Diplomats are given safe passage and are considered not susceptible to lawsuit or prosecution under the host country's laws.*
- False
  - True
3. *What term refers to a formal meeting between a head of state and another person?*
- Audience
  - Agreement
  - Diplomatic note
4. *What term used in diplomacy indicates a proscription against a person entering the country?*
- In loco parentis
  - Persona non grata
  - Persona grata
5. *What term refers to the easing of strained relations, especially in a political situation?*
- Détente
  - Exequatur
  - Demarche
6. *What does a consul do?*
- The duties of a consul are the same as the duties of an ambassador
  - He is a representative from one head of state to another
  - A consul assists and protects the citizens of the consul's own country
7. *An ambassador is the highest ranking diplomat.*
- False
  - True
8. *What term refers to a letter of protest presented by one state's foreign ministry to another state?*
- Diplomatic note
  - Alternat
  - Ex gracia
9. *What term indicates a group of people from one state present in another state to represent the sending state?*
- Diplomatic mission
  - Diplomatic accreditation
  - International diplomatic organization
10. *An Apostolic Nuncio is a permanent diplomatic representative of the Vatican to a state or international organization.*
- False
  - True



### *Supplementary Reading*

#### **Formalities Preceding the Presentation of Credentials**

These ceremonies are generally accepted throughout the world with little or no differences. Here you can find just two examples.

##### **Cyprus**

1. The Ambassador/High Commissioner designate is met at the airport, upon his/her arrival for the presentation of his/her credentials, by a protocol officer.
2. After his/her arrival, and subject to prior arrangements, the Ambassador/High Commissioner designate calls on the Chief of Protocol at the Ministry of Foreign Affairs to be briefed on the formalities concerning the ceremony of the presentation of credentials and related matters. The Ambassador/High Commissioner designate hands over to the Chief of Protocol copies of his/her credentials and letters of recall of his/her predecessor (where applicable).
3. The Chief of Protocol makes arrangements for the Ambassador/High Commissioner to meet with the Permanent Secretary of the Ministry of Foreign Affairs.

#### *Procedure of the Ceremony of Presentation of Credentials*

1. On the day of the presentation of credentials, a Protocol Officer accompanied by an officer of the Presidential Guard, call on the Ambassador/High Commissioner designate at his/her Embassy, residence or hotel, twenty minutes before the official ceremony of presentation of credentials. The Ambassador/High Commissioner designate takes his/her place at the left rear seat of a car with the Protocol Officer to his/her right. The Members of the Mission participating in the official ceremony follow in other cars, provided by the Presidency of the Republic. Police motorcyclists escort the motorcade.
2. Upon arrival at the Presidential Palace, the car stops a few meters away from the Guard of Honour. The Chief of Protocol accompanied by the Aide de Camp of the President welcomes the Ambassador/High Commissioner designate. The Ambassador/High Commissioner places himself/herself to the left of the Chief of Protocol and they both proceed to the inspection of the Guard of Honour by the Ambassador/High Commissioner. Then they take place at the middle arc of the entrance of the Presidential Palace, facing the Guard of Honour. The other Members of the Mission place themselves together with the protocol officers, at the left and right arcs.
3. The Police Band plays the National Anthem of the country of the Ambassador/High Commissioner designate.

4. Then the Ambassador/High Commissioner, together with the Chief of Protocol to his/her left, enter the Presidential Palace, where they are received by the Director of the Office of the President.

5. The Ambassador/High Commissioner with the Chief of Protocol, followed by the Aide de Camp to the President of the Republic enter the Hall where the President of the Republic, the Minister of Foreign Affairs and the Deputy Minister to the President are waiting. The Chief of Protocol indicates to the Ambassador/High Commissioner his/her place (at a handshake distance from the President). The Chief of Protocol proceeds to take his/her place next to the Minister of Foreign Affairs and the Aide de Camp takes his place as well.

The Ambassador/High Commissioner does not shake hands or exchange words with the President but only makes a slight bow of the head towards the President of the Republic.

6. As soon as the Chief of Protocol takes his/her place, the Ambassador/High Commissioner designate makes his/her statement. Speeches are not read. They are exchanged before the official ceremony, via the Protocol Division.

7. On completion of his/her statement, the Ambassador/High Commissioner walks towards the President and hands over the original Letters of his/her Credentials and the Letters of Recall of his/her predecessor. The President of the Republic congratulates the Ambassador/High Commissioner and introduces to him/her the Minister of Foreign Affairs, the Deputy Minister to the President and the Chief of Protocol. Then the Chief of Protocol invites the Ambassador/High Commissioner to introduce to the President the members of his/her Mission, who are accompanying him/her.

8. The President of the Republic invites the Ambassador/High Commissioner for a brief private audience in His Office. The Minister of Foreign Affairs and the Deputy Minister to the President attend the audience. The President of the Republic will indicate the end of the audience by saying, for example “I look forward to seeing you soon Mr. /Madame Ambassador”.

9. At the end of the private audience with the President and before departing from the Hall, the President of the Republic invites the Ambassador/High Commissioner and his/her entourage for a commemorative photograph.

10. The Ambassador/High Commissioner, accompanied to his/her left by the Deputy Minister to the President and to his/her right by the Chief of Protocol, proceeds towards the exit of the Hall, while accompanying members of the Mission and protocol officers wait at the left and the right side of the Hall. When the Ambassador/High Commissioner reaches the exit, he/she stops and turns towards the President and salutes the President with a small bow of the head. Then turns over and proceeds towards the main entrance of the Presidential Palace. The Aide de Camp and the other members of the Ambassador/High Commissioner’s entourage follow.

11. The Ambassador/High Commissioner, with the Deputy Minister to the President to his/her left and the Chief of Protocol to his/her right, stand in the middle arc of the entrance of the Presidential Palace. The Police Band plays the National Anthem. With the conclusion of the National Anthem, the Deputy Minister to the President bids farewell and the Ambassador/High Commissioner walks down the stairs accompanied by the Chief of Protocol to his/her right. At the bottom of the stairs, the Conductor of the Police Band salutes and introduces himself/herself to the Ambassador/High Commissioner. The Ambassador/High Commissioner congratulates the conductor and then accompanied by a Protocol Officer, enters the car and returns to the Embassy, residence or hotel of the Ambassador/High Commissioner.

12. On the car both flags are hoisted, that of the Republic of Cyprus and that of the country of the Ambassador/High Commissioner. Police motorcyclists escort the motorcade.

DRESS: Dark suit or national dress.

***Format of the Statement of the Ambassador/High Commissioner  
Addressed to H.E. the President of the Republic of Cyprus***

Your Excellency / Mr. President,

Allow me to present the Letters of Credence by which H.E. the President/His/Her Majesty of ..... has appointed me to be the (next) Ambassador Extraordinary and Plenipotentiary of ..... to the Republic of Cyprus, as well as the Letters of Recall of my predecessor.

**Kenya**

***I. Formalities Preceding the Presentation of Credentials***

1. An Embassy or High Commission will normally inform the Chief of Protocol of the arrival of an Ambassador Extraordinary and Plenipotentiary, or High Commissioner as the case may be, who is to be newly accredited to Kenya. The Ambassador-designate is met at the airport by the Deputy Chief of Protocol or by a Senior Protocol Officer.

2. After his/her arrival, the new Ambassador calls on the Chief of Protocol in his office for a briefing on formalities concerning the presentation of Credentials and related matters. The new Ambassador hands over the following documents to the Chief of Protocol:

- a. A copy of his/her Credentials.
- b. A copy of the Letter of Recall of his/her Predecessor
- c. A copy of his/her Speech/Statement

3. At an appropriate time after the arrival of the new Ambassador, the Chief of Protocol makes arrangements for the Ambassador to be introduced to the Minister for Foreign Affairs and the Permanent Secretary, Ministry of Foreign Affairs.

## *II. Presentation of Credentials Ceremony*

1. On the day of presentation of credentials, a Protocol Officer accompanied by a Police Escort will call at the Ambassador's official Residence (unless the Ambassador himself/herself chooses to be met at the Chancery) to escort him/her and his/her suite to State House. The Ambassador rides in the vehicle provided by the Ministry of Foreign Affairs, accompanied by the Protocol Officer and members of the Ambassador's suite who follow in the Embassy's official car(s).

2. On arrival at State House, the Ambassador is met by the Chief of Protocol and is shown to the lounge (waiting room) where he/she (the Ambassador) and his/her suite will wait to be ushered into the function room for the presentation of Credentials by the Chief of Protocol.

3. The Minister for Foreign Affairs accompanied by the Assistant Minister and the Permanent Secretary, will, at an appropriate time, enter the function room where His Excellency the President receives the Ambassador and take up their positions.

4. His Excellency the President will then enter the function room and when he/her is ready, the Ambassador followed by the members of his/her suite will be ushered into the room by the Chief of Protocol.

5. As the Ambassador and the Chief of Protocol approach His Excellency the President, the Chief of Protocol will introduce the Ambassador to His Excellency the President.

6. The Ambassador shakes hands with His Excellency the President and straight away reads his/her statement.

7. At the end of the speech, the Ambassador presents his/her Credentials (together with the Letter of Recall of his/her predecessor, where this applies) to His Excellency the President.

8. His Excellency the President replies in a few words.

9. His Excellency the President presents to the Ambassador the Minister(s) and officials accompanying him.

10. The Ambassador shakes hands with the Minister(s) and officials.

11. The Ambassador then presents the members of his/her suite to His Excellency the President.



12. The Chief of Protocol escorts the Ambassador back to the waiting room.

13. In the waiting room the Assistant Minister proposes a toast. A response is made by the Ambassador.

### *III. Format of the Statement*

Your Excellency,

Allow me, Your Excellency, to present the compliments of my Head of State and the people of ..... to you personally and through you to the people of Kenya.

It is my earnest hope that I shall succeed in my endeavours to promote further the relations that exist between our two countries.

I now have the honour to present to Your Excellency, the Letter of Recall of my Predecessor and my Credentials by which His Excellency President (His/Her Majesty), etc. .... has appointed me to be the next Ambassador Extraordinary and Plenipotentiary of the Republic of ..... , to the Republic of Kenya.

### *IV. Dress*

A dark lounge suit or national dress is appropriate.

## UNIT 3

### Semi-Official or Informal Letters

The opposite of an official letter is an *informal letter*, which is no less formal, and usually shorter. Here it is necessary to make a conventional distinction between *semi-official or informal letters* and *non-official or friendly letters*. An informal letter in diplomacy is not intended to represent the person or entity who wrote it. It is considered as an informational-only, non-binding letter.

An informal style is more appropriate for non-formal communications to permanent representatives or observers below the rank of ambassador, for communications to the heads or officials of organizations in the United Nations system, and for letters on substantive and administrative matters to officials of Government and permanent missions below the rank of ambassador and letters to the public.

Use the functional title, and not the rank, of the official to whom the correspondence is addressed. When in doubt about the name and proper form of address of heads of State or Government or ministers for foreign affairs, consult the Protocol and Liaison Service, which maintains a current list of such officials. In other cases, obtain the information from the appropriate permanent mission.

The salutation of an informal letter should begin with the same margin as the text and be followed by a comma. It should be typed six or more lines below the reference number, depending on the length of the letter. The complimentary close should be aligned with the signature block.

Use the name of the addressee when it is known. The forms “Dear Sir” and “Dear Madam” are appropriate only in impersonal letters. In circular letters the form “Dear Sir or Madam” may be used. In an informal letter to a government official, the name and title should appear in the address.

As to non-official or friendly letters, these are also quite widely practiced. However, their style and contents can be not too formal as they mostly comprise congratulations, invitations to certain events, condolences, etc. The format of such letters is also quite varied. The salutation and closing are necessary, but not too formal.

One type of semi-official letters are Circular Letters (CL), which are identically-worded letters, signed exclusively by the Head of State, Minister, Head of Mission, Director-General of the UN and are addressed to several other governments, Heads of State, ministerial departments or the governments of all Member States or organizations respectively. A CL is used when a specific action or answer is required, or for the transmission of information in fulfillment of a constitutional or legal obligation. It might involve, for example, the dispatch of the texts of General Conference resolutions, questionnaires, calls for candidates, requests for financial contributions or invitations to meetings in category I (international conferences of States) or category II (intergovernmental meetings other than international conferences of States).

Unlike letters for signature, CLs are on standard letterhead paper, with the subject indicated at the beginning of the letter before the salutation, and the name of the sender and his or her title at the end. The indication “To ...” appears at the bottom of the first page.

Yet, while speaking about semi-official letters it is impossible not to mention one more type. Actually, this is a fusion of a letter and a telegram and is generally entitled one way or the other in different languages and on various instances. For example, the same message or piece of communication may be referred to as a telegram in Armenian and as a letter in English (see Exhibits 14, 15). These are letters mainly sent on a certain occasion and most often they express congratulations or condolences. Besides, these letters are usually made public. Heads of state send each other congratulatory messages on the occasion of national holidays or birthdays of a sovereign, and messages of condolence on the death of a close member of the sovereign's family. They also send letters to each other on any topic, but usually covering areas of common interest to their countries. A formal notification on the death of a head of state is made to all chiefs of mission accredited to the country of the deceased. The diplomatic representatives of the mourning country notify the Foreign Office of the country to which they are accredited, of the death of their head of state. A visitor's book is available at the permanent mission of the mourning country to express condolences. Stationery with a black stripe on the upper right side is used. A week after closing the visitor's book, a card of thanks is sent by the chief of mission to all those who have expressed their condolences.

### **It's important to remember!**

#### **10 good opening lines**

*With reference to your letter of 8 June, I ...*

*I am writing to enquire about ...*

*After having seen your advertisement in ..., I would like ...*

*After having received your address from ..., I ...*

*I received your address from ... and would like ...*

*We/I recently wrote to you about ...*

*Thank you for your letter of 8 May, which I received yesterday.*

*Thank you for your letter regarding ...*

*I was pleasantly surprised to hear from you...*

*It was wonderful to hear from you after so long...*

*I was pleased to hear that you are in good health...*

*It was really nice hearing from you. I am glad that you like your new school...*

*I hope this letter finds you in the pink (of health)...*

*Thank you for the lovely birthday card...*

## 10 good closing lines

*If you require any further information, feel free to contact me.*

*I look forward to your reply.*

*I look forward to hearing from you.*

*I look forward to seeing you.*

*Please advise as necessary.*

*We look forward to a successful working relationship in the future.*

*Should you need any further information, please do not hesitate to contact me.*

*Once again, I apologize for any inconvenience.*

*We hope that we may continue to rely on your valued custom.*

*I would appreciate your immediate attention to this matter.*

*I promise to write to you soon.*

*I hope you will reply soon.*

*Give my best wishes to ...*

*Do write and tell me how you are progressing.*

*Do write soon.*

## Complimentary closings

*Formal (letters addressed to diplomats and religious personalities)*

*Respectfully yours/Respectfully.*

*Semi-formal (letters addressed to Government organs, companies and schools/colleges)*

*Very truly yours/Yours truly/Yours very truly;*

*Very cordially yours/Cordially yours/Yours cordially;*

*Very sincerely yours/Most sincerely yours/Yours faithfully/Faithfully yours.*

*Informal (letters addressed to relatives and friends)*

*Sincerely, Sincerely yours (respectable seniors)*

*Love/All my love/Your loving/Yours ever (very close relationship)*

*Best wishes/All the best*

*Yours affectionately/Affectionately (family members)*

*Best regards/Best wishes/Kindest regards/Warmest regards (friends)*

**Exhibit 10.**

United Nations  
HEADQUARTERS • SIEGE  
TEL.: 1 (2 1 2) 9 6 3. 1 2 3 4 •

NationsUnies  
NEW YORK, NY 10017  
FAX: 1 (2 1 2) 9 6 3. 4 8 7 9

REFERENCE: SG/90/99

28 June 1999

Dear Mr. Ambassador,

Further to your letter of 17 June 1999 to the Secretary-General, I am pleased to enclose the Secretary-General's preface for the brochure being printed in conjunction with the exhibition of the Italian painter Trento Longaretti, along with our best wishes for a successful event.

I remain,

Dear Mr. Ambassador,

Yours sincerely,  
Edward Mortimer  
Principal Officer

His Excellency  
Mr. Andrea Negrotto Cambiaso  
Permanent Representative of Italy  
to the United Nations  
Geneva

**Exhibit 11.**

**Permanent Mission of Turkmenistan to the United Nations**

The Permanent Mission of Turkmenistan to the United Nations presents its compliments to the Secretary-General of the United Nations, and in reference to the latter's note LA/COD/4 dated 9 April 2010, has the honour to transmit herewith information from the Government of Turkmenistan, for inclusion in the report of the Secretary-General regarding the General Assembly resolution 63/126 of 11 December 2008 entitled "Consideration of effective measures to enhance the protection, security and safety of diplomatic and consular missions and representatives".

The Permanent Mission of Turkmenistan to the United Nations avails itself of this opportunity to renew to the Secretary-General of the United Nations the assurances of its highest consideration.

New York, 7 June 2010

H.E. Mr. Ban Ki-moon  
Secretary-General  
United Nations  
New York

**Private Letters of Semi-Official Character**

**Exhibit 12.**

My Dear Ambassador,

I am very glad to hear that you can come down to lunch with us next Sunday. I would like to emphasize again that it will be extremely informal.

I enclose a sketch map of how to get to our house, turning off the main London to Sevenoaks road just before Sevenoaks station. I am afraid that it looks extremely complicated, but guests do manage to find their ways! If you would feel it safer to travel in convoy, a number of your colleagues are coming who have been to our house before and you might like to travel with one of them. The Ambassador of X. will also be trying to find his way for the first time.

We very much look forward to seeing you round about 12.30 to 12.45. In case of need, our telephone number in the country is .....

Yours sincerely,  
.....

**Exhibit 13.**

Your Excellency,

You will see from the attached circular that we are having an International Social Evening on Monday, 13<sup>th</sup> July, 20.., and we shall be highly honoured if you and your wife could give us the pleasure of your company, as His Grace the Duke of Devonshire, our Patron, will be with us and will distribute the prizes.

As the accommodation in the Theatre is limited and we also have to print the names of the guests, we shall be grateful for an early reply.

As all the members of the Diplomatic Missions are honorary members of our Organization, you will oblige us by passing on this circular to other members of the Mission.

Yours sincerely,

.....

**Exhibit 14.**

**Ցավակցական հեռագիր**

*Նախագահ Մերժ Մարգարյանը ցավակցական հեռագիր է հղել Ֆրանսիայի նախագահ Ֆրանսուա Օլանդին Փարիզում «Շատլի Էբդո» ամսագրի խմբագրության նկատմամբ իրականացված ահաբեկչության կապակցությամբ*

**07.01.2015**

Մեծարգո Պարոն Նախագահ,

Խստորեն դատապարտում ենք ահաբեկչությունն իր բոլոր դրսևորումներով և վերահաստատում մեր հանձնառությունը հետևողականորեն շարունակելու պայքարը միջազգային ահաբեկչության դեմ:

Վշտի ու կորստի այս ծանր պահին Հայաստանն ու հայ ժողովուրդը Ձեզ հետ են, ֆրանսիացի բարեկամ ժողովրդի կողքին: Մեր անկեղծ գորակցությունն ու աջակցությունն ենք հայտնում զոհվածների հարազատներին և մերձավորներին՝ մաղթելով նրանց տոկունություն և ոգու արիություն, իսկ վիրավորներին՝ արագ ապաքինում:

Ընդունեք, խնդրեմ, Ձերդ Գերազանցություն, խորին հարգանքներիս հավաստիքը:

**Exhibit 15.**

**A letter of condolence**

*President Serzh Sargsyan sent a letter of condolence to the President of Egypt Abdel Fattah El-Sisi on the occasion of the terrorist act committed in the north of Egypt's Sinai region on October 24*

**29.10.2014**

We strictly condemn that inhuman terrorist act aimed at destabilizing the situation both in Egypt and the region. At the same time, we express our full support to you and the authorities

of the friendly country of Egypt in their efforts directed at eradicating domestic terrorism once and for all.

I extend my deepest condolences to you and the brotherly people of Egypt, wishing steadfastness to the relatives of the victims and a speedy recovery to the injured.

**Exhibit 16.**

**A letter of condolence**

*Administration of the President of the Republic of Armenia President Serzh Sargsyan sent a letter of condolences on the plane crash in Iran*

10.01.2011

Excellency,

I was very saddened by the news of the plane crash in Iran which resulted in numerous casualties and loss of human lives.

I send my deepest condolences to You, families of the victims and the people of friendly Iran and wish patience, endurance and strength, and I also wish speedy recovery to the injured.

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

**Exhibit 17.**

Birthday - RP-UK

JFF – 132

The Ambassador of the Philippines presents His compliments to His Excellency Her Majesty's Principal Secretary of State for Foreign and Commonwealth Affairs and has the honour to transmit through His Excellency to Her Majesty Queen Elizabeth II the following message from His Excellency the President of the Philippines:

HER MAJESTY  
QUEEN ELIZABETH

"MRS. MARCOS JOINS ME AND THE FILIPINO PEOPLE IN CONVEYING TO YOUR MAJESTY OUR SINCERE BEST WISHES AND FELICITATION ON YOUR BIRTHDAY."



"MAY YOUR MAJESTY CONTINUE TO ENJOY GOOD HEALTH AND HAPPINESS  
IN THE YEARS TO COME."

"FERDINAND E. MARCOS  
PRESIDENT OF THE PHILIPPINES"

The Ambassador of the Philippines avails himself of this opportunity to renew to His Excellency Her Majesty's Principal Secretary of State for Foreign and Commonwealth Affairs the assurances of his highest consideration.

**Exhibit 18.**

29th May 1968

Excellency:

I have the honour to acknowledge the receipt of your Excellency's Note of the 27th May 1968 conveying to me the good news of the birth of a Prince to Her Royal Highness Princess Margrethe.

I share the feeling of the Danish people over the happy event and extend my heartfelt congratulations to their Royal Highnesses.

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

(Pen Signature)

His Excellency

Paul Hartling

Minister for Foreign Affairs

Copenhagen

**Exhibit 19.**

**On the Occasion of Accession to the Throne because of Death or Abdication**

Name and Title of Sovereign

To (Name and Title of Head of State)

(Address)

Great and Good Friend:

Called by the death (abdication) of my Father and by the order of succession to the throne of (name of country), I fulfill the duty of announcing to you my accession. I trust that my reign will always find support in your sentiments and I wish to assure you that on my part it will be pleasure to maintain and to cultivate the friendly relations and good will which happily exist between our two countries.

I express the hope that you will lend me your valuable cooperation with a view to attaining these results, which is for the greater good of the people whose destinies have been

confided in us. It is with this sentiment that I avail myself of this opportunity to convey to you my sincere wishes for the prosperity of (name of state of addressee) as well as for your personal happiness.

Your Good Friend,

(Signature of Sovereign)

Signature of Foreign Secretary (Minister)

Place and date of signing of letter

## **Exhibit 20.**

### **On the Occasion of Election to the Presidency**

Name and Title of Head of State

To (Name and Title of Head of State)

(Address)

Great and Good Friend:

I have the honour to inform you that I have taken on this day my oath of office as President of (name of state), to serve as such for a period of (four) years.

In conveying this information, I wish to assure you that it shall be on my constant endeavor to maintain and strengthen the friendly relations that happily exist between our two countries at the present time. I trust that, in the attainment of this objective, you will lend me your valuable cooperation.

I avail myself of this opportunity to express to you (Excellency, Majesty) my sincere wishes for the prosperity of (name of state), as well as for your personal happiness.

Your Good Friend,

(Signature of Head of State)]

Signature of Minister for Foreign Affairs

Place and date of signing of letter

### ***The reply may be as follows:***

Name and Title of Head of State

To (Name and Title of Head of State)

(Address)

Great and Good Friend:

I have the honour to acknowledge your letter of (date), announcing your (accession, election) to the (Throne, Presidency). It is my hope that under your benign (wise) rule (leadership), the bonds of friendship that bind our two countries will be maintained and further

strengthened. Please be assured that, on my part, I shall endeavor to work for the realization of this end.

I avail myself of this opportunity to convey to Your (Majesty, Excellency) my sincere wishes for the prosperity of (name of state of addressee), as well as for your well-being and happiness.

Your Good Friend,

(Signature of Head of State)

Signature of Minister for Foreign Affairs

Place and date of signing of letter

### **Exhibit 21.**

Excellency:

It is with deep regret that I fulfill the sad task of informing you of the death of the Honourable \_\_\_\_\_, President of the Philippines, on \_\_\_\_\_.

A visitor's book is provided at the Chancery of the Embassy, for those who may wish to pay calls of condolence, and will be open daily from eight to twelve o'clock in the morning and from two to four o'clock in the afternoon, until the day of the funeral.

Accept, Excellency, the renewed assurances of our highest consideration.

Signature of Chief of Mission

(Name and Address of Foreign Minister)

### **Exhibit 22.**

The Ambassador of the Philippines presents his compliments to His Excellency the French Ambassador and has the honour to convey his sincerest condolences on the death of His Excellency General Charles de Gaulle, the great leader and former President of France whose place in history is secure among the greatest statesmen and as one of the towering personalities of our time.

The Philippine Ambassador shares the sentiments of loss and sorrow felt all over the world at the passing away of such an eminent patriot whose entire career was single-mindedly devoted to the service of his country and his people but at the same time advanced the broader causes of peace and freedom for all mankind.

The Ambassador of the Philippines avails himself of this opportunity to extend to His Excellency the French Ambassador the renewed assurances of his highest consideration.

11 November 1970

## Assignments

### I. Read the text and answer the checkup questions:

1. What is the difference between semi-official or informal and non-official or friendly letters?
2. What style is characteristic of informal letters?
3. What forms can salutations/complimentary closes take for informal letters?
4. What punctuation mark is used after the salutation?
5. What is a Circular Letter?
6. Who are Circular Letters usually addressed to?
7. When are Circular Letters used?

### II. Give the English equivalents of the phrases below:

դեսպանի աստիճանից ցածր – \_\_\_\_\_  
կիսապաշտոնական նամակ – \_\_\_\_\_  
ոչ պաշտոնական նամակ – \_\_\_\_\_  
երբ կասկածում եք – \_\_\_\_\_  
արարողակարգի բաժին – \_\_\_\_\_  
համապատասխան մշտական ներկայացուցչություն/առաքելություն – \_\_\_\_\_  
ավարտող քաղաքավարի արտահայտություն – \_\_\_\_\_  
շրջաբերական նամակ – \_\_\_\_\_  
ուղարկել/առաքել հաղորդագրություն – \_\_\_\_\_  
միջկառավարական հանդիպումներ – \_\_\_\_\_  
ի տարբերություն ստորագրման ենթակա նամակների – \_\_\_\_\_  
տիտղոսը դնել տեքստի վերջում – \_\_\_\_\_  
այդ առիթով – \_\_\_\_\_  
շնորհավորանք կամ ցավակցություն արտահայտել – \_\_\_\_\_  
ողջուններ հղել – \_\_\_\_\_  
փոխանցել ստորև եղած տեղեկատվությունը – \_\_\_\_\_  
օգտվելով առիթից – \_\_\_\_\_  
ներդնել/կցել լրացուցիչ ցուցակ – \_\_\_\_\_

### III. Read the letter of condolence and fill in the gaps with appropriate words:

Your Majesty,

I was \_\_\_\_\_ shocked with the news of a dreadful natural disaster which shuddered Japan. I \_\_\_\_\_ my sincere condolences to You and friendly people of Japan on numerous victims and devastating damage.

I am \_\_\_\_\_ that the resolute steps taken by the Government of Japan will help to \_\_\_\_\_ this calamity. Please be assured that at this tragic moment Armenia stands by friendly Japan, and sincerely desires to \_\_\_\_\_ you with our modest abilities to win through the \_\_\_\_\_ of this catastrophe.

Sharing Yours and the Japanese people's pain and \_\_\_\_\_, I wish the \_\_\_\_\_ and friends of the victims \_\_\_\_\_ and resilience.

**IV. Match the beginnings with the endings:**

BEGINNINGS	ENDINGS
1) I wish to express to you my warmest gratitude	A. to express my wish to maintain the cordial relations.
2) Please accept the assurances	B. to all diplomatic missions accredited in Armenia.
3) I seize the opportunity	C. to represent me as Ambassador Extraordinary and Plenipotentiary
4) I am looking forward	D. for the support I have received from you.
5) The Embassy presents its compliments	E. full and all manner of power and authority.
6) The Government expresses its readiness	F. of my highest consideration.
7) I decided to accredit Mr. XX	G. for signature of the Final Act.
8) I vested him with	H. to cooperating closely with Your Excellency.

**V. Say whether the following phrases come from informal or formal letters. Write either "informal" or "formal" next to each one:**

- |                                  |       |
|----------------------------------|-------|
| 1. Dear Mr. Williams             | _____ |
| 2. See you later                 | _____ |
| 3. Yours sincerely, Alan Stewart | _____ |
| 4. Hi, how's it going?           | _____ |
| 5. Lots of love, from Jermaine   | _____ |
| 6. Yours faithfully              | _____ |
| 7. Dear Madam                    | _____ |
| 8. Dear Jeff                     | _____ |



VII. Which situations call for a formal letter and which situations call for an informal or a non-official letter? Write a letter in the appropriate style:

- a. An Ambassador to the Head of State on his temporary departure from the host country
- b. An invitation for the Minister for Foreign Affairs to an official dinner
- c. A department of the MFA to an Embassy on tackling some organizational matters of a joint conference

[illegible]

**VIII. Translate the following letter into Armenian:**

His Excellency the Rt Hon Edward Nalbandyan  
Minister of  
Foreign Affairs  
Republic of Armenia  
Yerevan ARMENIA

Your Excellency,

Forgive me for this untimely letter but having conferred with some Members of the British-Armenian All-Party Parliamentary Group, we think that – regarding the issue of Azeri refugees returning to Karabagh and participating in a Referendum – the time is pressing for a decision by the Karabagh Authorities, in connivance with the Armenian Authorities, to issue a Citizenship of Karabagh to every citizen of the Armenian Republic, providing them with a made-up address in Karabagh and the right to cast their votes in an eventual Referendum when and if the case arises.

I myself and the few Members of the Group who are true supporters of our Cause are deeply concerned that if around 600.000 Azeri refugees return to Karabagh and vote in the

Referendum, the Karabagh vote will be overwhelmingly overtaken by the Azeri vote and the Azeris might win, virtually, without even taking up arms.

We believe that this operation has to start without any delay as these proceedings require in abundance time, effort and finance. Legally – in view of the adoption in Armenia of "Dual Citizenship" – such operation will be viable and in accordance with International Legislation and no one will be able to criticize or condemn it.

Our Group would be grateful to receive your response at your earliest convenience in order to be able to act upon it, here in Britain.

With best wishes and warm regards,  
XYZ

This image shows a full page of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for handwriting practice or general writing. There are no margins, text, or other markings on the page.



**IX. Translate the letter of condolence into English:**

Մոսկվայի մետրոպոլիտենում կատարված ահաբեկչական գործողության կապակցությամբ նախագահ Սերժ Սարգսյանը ցավակցական հեռագիր է հղել ՌԴ նախագահ Դմիտրի Մեդվեդևին

29.03.2010

Մեծարգո Դմիտրի Անատոլիի,

Ընդունեք անկեղծ ցավակցությունս՝ Մոսկվայի մետրոպոլիտենում 2010թ. մարտի 29-ին կատարված ահաբեկչության բազմաթիվ զոհերի կապակցությամբ:

Հայաստանը վճռականապես դատապարտում է ահաբեկչության ցանկացած դրսևորում: Եկել է ժամանակը՝ միջազգային հանրության համատեղ և անզիջում գործողություններով արմատախիլ անելու արդի ժամանակների չարիքը: Վստահ եմ, որ կարվի ամեն հնարավորը՝ բացահայտելու և պատասխանատվության ենթարկելու դրա կազմակերպիչներին:

Խնդրում եմ կարեկցանքի խոսքեր փոխանցել զոհվածների հարազատներին և մտերիմներին: Սգում ենք Ձեզ և բոլոր ուսաստանցիների հետ:

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

X. Read the following letter and say what type of letter it is. Give evidence to prove your position:

Dear Mr X,

I would like to invite you to our annual conference meeting which will take place this year on 21st December. The meeting will be held in the Embassy's own banqueting suite at 8.00 p.m.

This will be an occasion to express any new ideas about the current developments. It is a time to consider where improvements can be made in order to tackle the problems. As this affects you personally, your attendance at the meeting would be appreciated.

After the meeting some light refreshments will be served.

Please inform us whether you will be able to attend.

Yours sincerely,

YZ

**XI. Render the following letter into Armenian paying special attention to the phrases in bold:**

*Text of a letter from the President to the Speaker of the House of Representatives and the President of the Senate*

May 18, 2011

Dear Mr. Speaker: (Dear Mr. President:)

**Pursuant to** the International Emergency Economic Powers Act (IEEPA), I hereby report that I have issued an Executive Order that **takes additional steps** with respect to the Government of Syria's continuous **escalation of violence** against the people of Syria including through attacks on protestors, arrests and harassment of protestors and political activists, and **repression of democratic change**, overseen and executed by numerous elements of the Syrian government and **with respect to** the national emergency declared in Executive Order 13338 of May 11, 2004, relied upon for additional steps taken in Executive Order 13399 of April 25, 2006, and in Executive Order 13460 of February 13, 2008, and **expanded in scope** in Executive Order 13572 of April 29, 2011.

In Executive Order 13338, the President found that the actions of the Government of Syria **constitute** an unusual and extraordinary **threat to** the national security, foreign policy, and economy of the United States and declared a national emergency to deal with that threat. To address that threat and to implement the Syria Accountability and Lebanese Sovereignty Restoration Act of 2003, the President in Executive Order 13338 **blocked the property of** certain persons and **imposed additional prohibitions on** certain transactions with respect to Syria. In Executive Order 13572, I expanded the scope of that national emergency and imposed additional sanctions.

I **have delegated to** the Secretary of the Treasury the authority, **in consultation with** the Secretary of State, to take such actions, including **the promulgation of rules and regulations**, and to employ all **powers granted to** the President by IEEPA, as may be necessary to carry out the purposes of the order. I have also delegated to the Secretary of the Treasury, in consultation with the Secretary of State, the authority **to determine that circumstances** no longer warrant the blocking of the property and interests in property of a person listed in the Annex to the order, and to take necessary action **to give effect to that determination**.

I am enclosing a copy of the Executive Order I have issued.  
Sincerely,

Sincerely,

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

## Quiz

1. *You can help a letter do its job by doing which of the following?*
  - writing it on pretty, coloured paper
  - using red ink to make the letter look serious
  - writing clearly and accurately
2. *Where do you put your address when writing a formal letter?*
  - at the end of the letter
  - in the top left-hand corner
  - in the top right-hand corner
3. *Where do you put the date when writing a formal letter?*
  - at the end of the letter
  - under the address in the top right-hand corner
  - just before your signature at the end of the letter
4. *If you didn't know a person's name, how would you start a letter?*
  - Dear Sir, Dear Madam or Dear Sir or Madam
  - Dear Mr, Dear Mrs or Dear Mr or Mrs
  - My dearest Sir, My dearest Madam or My dearest Sir or Madam
5. *If you didn't know the name of the person you were writing to, how would you finish a letter?*
  - With love from
  - Yours faithfully
  - Yours sincerely
6. *If you knew the name of the person you were writing to, how would you start a formal letter?*
  - Dear Mr/Mrs (and put their name here)
  - Just write their name with no "Dear"
  - Dear Sir or Dear Madam
7. *If you were writing a formal letter to someone whose name you knew, how would you finish it?*
  - With love from
  - Yours sincerely
  - Yours faithfully
8. *Which of these is a good way to start a formal letter?*
  - by saying why you are writing
  - by saying you hope the person you are writing to is well and happy
  - by telling the person you are writing to that you are well and happy
9. *Which of these is a good way to end a formal letter?*
  - say how much you like the person you are writing to
  - say how nice you are
  - say what you would like to happen next
10. *Which of the following should you do when writing an informal letter?*
  - scribble it down - you don't need to be neat and tidy
  - always end the letter with Love and kisses from
  - write neatly and use clear, simple language

## UNIT 4

### NOTES

Notes are widely used diplomatic documents through which a government can state rights or claims or protest against an illegal act or acts by other governments and in addition can conclude an agreement (in the latter case the agreement is set forth in the note of one party and is repeated in the return note of the other). Like other formal diplomatic documents, notes do not necessarily have to deal with direct agreements or protests but may be of a purely informational character. But even in that case they have certain juridical importance: a fact stated in a note in specific wording expresses the official point of view of a given government.

A note is, as a rule, a one-man diplomatic document, though in latest practice joint notes are also encountered — that is, written statements addressed jointly by representatives of several states to a single state on a single issue. A joint note is usually solemn in nature and presupposes close relations among the states that signed it. In wide practice there are the so-called individual (or parallel) notes, where several governments address notes of the same contents to the government of a given state. In some cases a government may send identical notes to three or four parties to an agreement.

One-man or individual notes may be either personal or verbal. A *personal note* is written in the first person on the letterhead of the person signing it and is composed in a specific form (it contains salutations, a personal signature, ends with a complimentary phrase and so on). It is sent in the original and without a number. This form is preferred when it contains matters of great importance or when a more personal tone is desired. It is usually signed by the foreign minister or diplomatic envoy of the sending state and is addressed to a diplomatic envoy or foreign minister of the receiving state. These notes may take the form of “formal first person notes” or “informal first person notes”. As different to them, “third person notes” are written in the third person and are not signed but initialed in the lower right-hand corner of the last page by a duly authorized officer.

Notes may bear various names depending upon their character and contents. A *verbal note* is considered to be the most commonly used form of diplomatic communication. It is written impersonally, that is, in the third person, on a letterhead. It contains salutation and compliments but not complimentary closing. A note verbale is not signed, but is initialed by the officer responsible for its dispatch and is authenticated by a seal and has a number. The date should appear on the right-hand side of the last page, two to six lines below the text depending on the length of the note.

This form of notes is always used in replying to an incoming note verbale; an incoming letter should be answered by a letter. When a note verbale is written in the name of a person (Minister for Foreign affairs, UN Secretary-General, etc.) it should be addressed to a person. When it is written in the name of a body or organization, it should be addressed to another body or organization. Depending on this, the salutation may be: “The Minister for Foreign Affairs of ... presents his/her compliments to the Minister for Foreign Affairs of ... and has the honour to...” or “The Ministry for Foreign Affairs of ... presents its compliments to the Ministry for Foreign Affairs of ... and has the honour to...”. The address should not appear on a note verbale, but should be typed on the accompanying envelope.

Until fairly recently the choice of the form of note, signed or unsigned, was regarded as a definite indication of the state of relations between the countries concerned. Nowadays verbal notes have become part and parcel of the international intercourse, and no one would now regard a verbal note sent to an embassy as a display of any ill will.

Another form of notes is *circular diplomatic notes*, which are identical notes addressed to “Their Excellences and Messieurs the Chiefs of Mission”. The courtesy phrase “has the honour” should be used on all circular diplomatic notes. These are not signed but initialed in the lower right-hand corner of the text by a duly authorized signing officer. Meanwhile, a “note diplomatique/diplomatic” is a formal note between governments. It is understood to speak for and on behalf of a government presented by its duly designated representative. If the circular diplomatic note is being sent to a list of missions, a descriptive phrase is used in the first sentence following the words “the chiefs of mission”. For example:

- “of the governments concerned with the...”; and
- “of the governments of (list countries’ names)...”.

At post, the circular diplomatic note is addressed to “Their Excellencies, Messieurs the Chiefs of Mission in (name of country)” or, “Their Excellencies, Messieurs and Mesdames the Chief of Mission in (name of country)”.

For a selective list of missions, one of the following descriptive phrases is used in the first sentence following the words “the Chiefs of Mission”:

- “of the governments concerned with the ...”;
- “of the governments named on the enclosed list ...”;
- “of the governments signatory to ...”; and
- “of the governments of (names of countries) ...”.

In the Department, an office director or a higher level official must initial the circular diplomatic note in the lower right corner of the last page. At post, an officer authorized by the chief of mission must initial the circular diplomatic note.

A *collective note* is a very formal note addressed by the representatives of several states to a government in regard to some matter in which they have been instructed to make a joint representation. It may generally be referred to as a joint note and involves close relations among the signing states. A collective note is seldom used because there is a danger that the state or the states to whom it is addressed may consider it offensive. This type of notes are not signed, but merely initialed by the representatives of the sending states.

*Identic notes* are also implemented in diplomacy. These notes are identical in substance but they are not always worded in the same way, although drafted as similarly as possible. As a rule they are sent separately, yet almost simultaneously by the government of one state to the governments of two or more states, or by the governments of two or more states to the government of one or more states. Both, Collective Notes and Identic Notes are rarely used for they convey an impression of “grouping up” against a state or states.

**Exhibit 23.**

**Verbal Note**

United Nations  
HEADQUARTERS • SIEGE  
TEL.: 1 (212) 963.1234 •

NationsUnies  
NEW YORK, NY 10017  
FAX: 1 (212) 963.4879

R E F E R E N C E: COOP/DESA/99/1

The Secretary-General of the United Nations presents his compliments to the Permanent Representative of Bulgaria to the United Nations and thanks his Government for forwarding to him in response to his note of 17 April 1998 (COOP/DESA/98/1) the information on legislative and administrative initiatives taken with a view to ensuring a supportive environment for cooperatives for inclusion in his report on the subject in accordance with General Assembly resolution 51/58. A copy of report A/54/57 is attached.

The General Assembly is expected to take action at its fifty-fourth session on the Secretary-General's report, in particular on the question of the desirability and feasibility of elaborating United Nations guidelines aimed at creating a supportive environment for the development of cooperatives.

For further information or clarification please contact the address below:

Department of Economic and Social Affairs  
Division for Social Policy and Development  
United Nations  
Two United Nations Plaza  
Room DC2-1348  
New York, NY 10017

Telephone: 1 (212) 963-1713  
Fax: 1 (212) 963-3062  
E-mail: [vinokourov@un.org](mailto:vinokourov@un.org)

14 April 1999

S.B.  
Annex enclosed

**Exhibit 24.**

**Verbal Note**

*United Nations  
HEADQUARTERS • SIEGE  
TEL.: 1 (212) 963.1234 •*

*Nations Unies  
NEW YORK, NY 10017  
FAX: 1 (212) 963.4879*

*REFERENCE: SCA/2/99(9)*

The Chairman of the Security Council Committee established pursuant to resolution 864 (1993) concerning the situation in Angola presents his compliments to the Permanent Representative of Egypt to the United Nations and has the honour to transmit herewith an addendum (Annex III/Add.3) to the list of senior officials of UNITA and adult members of their immediate families as an addendum to the list previously transmitted with his communications SCA/2/98(3) of 19 February 1998 and SCA/2/99(3) of 19 February 1999. The Chairman also wishes to advise that in this instance, the Committee is not in possession of details such as date of birth, passport number, etc.

The Committee will update the aforementioned list on a regular basis and transmit it, with any additions or deletions, to all States as an addendum to Annex III.

7 July 1999

M.R.

**Exhibit 25.**

**ՄԻԱՎՈՐՎԱԾ ԱԶԳԵՐ**

**UNITED NATIONS**

**ՓԱԽՍՏԱԿԱՆՆԵՐԻ ԳԾՈՎ  
ԳԵՐԱԳՈՒՅՆ ՀԱՆՁՆԱԿԱՏԱՐ**

**HIGH COMMISSIONER  
FOR REFUGEES**

Կառլ Լիբկնեխտի փողոց 14, Երևան, Հայաստան  
Հեռ. (374-2) 530-945, 537-643, 151-451 (AT&T)  
Ֆաքս. (374-2) 151-450 (AT&T)

14 Karl Libknecht Str., Yerevan, Armenia  
Tel: (374-2) 530-945, 537-643, 151-451 (AT&T),  
Fax: (374-2) 151-450 (AT&T)

**Վերբալ նոտա**

Նոտա No 030/98

Հայաստանում Միացյալ ազգերի կազմակերպության փախստականների գծով գերագույն հանձնակատարի գրասենյակն իր հարգանքն է հավաստում Արտաքին գործերի նախարարությանը, Հայաստանի Հանրապետությունում հավատարմագրված դիվանագիտական առաքելությունների և միջազգային կազմակերպությունների ղեկավարներին և պատիվ ունի հայտնելու, որ Հայաստանում իր գրասենյակի



կարգավիճակը բարձրացվել ու դարձել է մասնաճյուղային գրասենյակ, ի տարբերություն նախկին կապերի գրասենյակի: Դա ուժի մեջ է մտել 1997թ. օգոստոսի 28-ին Փախստականների գծով գերագույն հանձնակատար տիկին Ս.Օգաթայի որոշմամբ: Ներկայիս ամբողջական անվանումն է. Հայաստանում Միացյալ ազգերի կազմակերպության փախստականների գծով գերագույն հանձնակատարի մասնաճյուղային գրասենյակ: UNHCR Հայաստանի մասնաճյուղի ներկայիս ներկայացուցիչն է պարոն Թոմաս Բիթաթը:

UNHCR հայաստանյան մասնաճյուղն օգտվում է առիթից իր հարգանքի հավաստիքը հայտնելու Հայաստանում հավատարմագրված դիվանագիտական առաքելություններին և միջազգային կազմակերպություններին:

Երևան,  
23 հունվարի 1998թ.

ԱՐՏԱՔԻՆ ԳՈՐԾԵՐԻ ՆԱԽԱՐԱՐՈՒԹՅԱՆԸ,  
ԴԻՎԱՆԱԳԻՏԱԿԱՆ ԱՌԱՔԵԼՈՒԹՅՈՒՆՆԵՐԻՆ և  
ՄԻԶԱԶԳԱՅԻՆ ԿԱԶՄԱԿԵՐՊՈՒԹՅՈՒՆՆԵՐԻՆ,  
Հայաստանի Հանրապետություն

## Exhibit 26.

Note No 030/98

The Office of the United Nations High Commissioner for Refugees (UNHCR) in Armenia presents its compliments to the Ministry of Foreign Affairs, Heads of Diplomatic Missions and International Organizations accredited to the Republic of Armenia and has honour to inform that the status of its office in Armenia has been upgraded to a Branch Office from its former status as Liaison Office. It came into effect on 28 August 1997 by a decision of the High Commissioner for Refugees Mrs. S. Ogata. The present full title is: The Branch Office of the United Nations High Commissioner for Refugees in Armenia. The present Representative of the UNHCR Armenia Branch Office is Mr. Thomas Bitath.

UNHCR Armenia avails itself of this opportunity to express to the Diplomatic Missions and International Organizations accredited to the Republic of Armenia the assurances of its highest considerations.

23 January 1998  
Yerevan

Ministry of Foreign Affairs,  
Diplomatic Missions &  
International Organizations,  
Republic of Armenia

**Exhibit 27.**

**Note Verbale**

**REPUBLIKA NG PILIPINAS  
MINISTRI NG UGNAYANG PANLABAS  
MANILA**

No. \_\_\_\_\_

The Ministry of Foreign Affairs presents its compliments to the Embassy of Japan and has the honour to refer to the Ministry's Note No. 81-12 dated 29 December 1980, concerning the International Association for Educational Assessment (IAEA) Conference scheduled to be held in Manila from 25 to 28 May 1981.

The Ministry would appreciate it if the Embassy could furnish information on whether there are participants coming from Japan as well as their respective names and designations so that said date could be submitted to the National Working Committee not later than 31 March 1981. The Ministry of Foreign Affairs avails itself of this opportunity to renew to the Embassy of Japan the assurances of its highest consideration.

Manila, 16 March 1981

Seal

**Exhibit 28.**

**Circular diplomatic note – person-to-person**

**Republic of the Philippines  
MINISTRY OF FOREIGN AFFAIRS  
Manila**

No. 79-2445

The Director General of Protocol presents his compliments to Their Excellencies and Messieurs, the Chiefs of Missions, Heads of International Organizations, and Principal Officers of Consular Establishments in the Philippines and has the honour to remind them of the contents of Circular Note No. 78-3194 dated 4 December 1978 advising all foreign embassies, international organizations and consular establishments intending to do business with the different Ministries of the Philippine Government or with any of their subordinate units should, in accordance with existing protocol, course all communication through the Ministry of Foreign Affairs.

The Ministry finds it necessary to reiterate this procedure in view of certain instances in which the above-said missions, organizations and establishments deal directly with other Ministries of the Government without coursing through the Ministry of Foreign Affairs.

The cooperation of all concerned will be appreciated.

The Director General of Protocol avails himself of this opportunity to renew to their Excellencies and Messieurs, the Chiefs of Missions, Heads of International Organizations, and Principal Officers of Consular Establishments in the Philippines the assurances of his highest consideration.

Seal

Manila, 30 July 1979

**Exhibit 29.**

**Circular Note**

2 February 2010

Ministry of Foreign Affairs of the Republic of Tajikistan testifies its respect to diplomatic representatives, consular offices and offices of international organizations accredited in the Republic of Tajikistan, and has the honour to confirm that in accordance with the amendments and changes in the legislation of the Republic of Tajikistan from 07.01.2010 operating vehicles with blinds of back and rear windows, that are not foreseen by the producer, also tinted and plate glasses, except bus blinds, whose transparency does not correspond to the norms accepted by State Standards are not allowed without the license of proper structures in the territory of the Republic of Tajikistan. The Decision of the Republic of Tajikistan №6 from 14 January 2010 “About amendments and changes in some decisions of the Republic of Tajikistan Government” assigned that license for operating vehicles with tinted and plate glass is given by republican governmental traffic police of the Ministry of Interior Affairs and regional departments of traffic police office of Interior Affairs.

Thereupon the Ministry directs attention of all diplomatic representatives, consular offices and offices of international organizations to the necessity to take proper measures for execution of legal requirements of the country of residence.

The Ministry uses the opportunity to renew its high respect to diplomatic representatives, consular offices and offices of international organizations in the Republic of Tajikistan.

Dushanbe, 01 February 2010

TO DIPLOMATIC REPRESENTATIVES, CONSULAR ESTABLISHMENTS  
AND OFFICES OF THE INTERNATIONAL ORGANIZATIONS  
IN DUSHANBEE

**Exhibit 30.**

**Personal note**

DER BOTSCHAFTER  
DER BUNDESREPUBLIK DEUTSCHLAND  
THE AMBASSADOR  
OF THE FEDERAL REPUBLIC OF GERMANY

Yerevan, June, 30th, 2007

Your Excellency,

I have the honour to inform you that I have completed my duties as Ambassador of the Federal Republic of Germany in the Republic of Armenia and I am going to leave Armenia on 30 June, 2007 to assume my duties at the Auswartiges Amt in Berlin.

My stay in Yerevan has been an incredibly rewarding experience also because of the quality of our personal contacts. I wish to express to you my warmest gratitude for the support I have received from you. Thank you for the cordial and cooperative relations that we have enjoyed and I believe you will continue working in the same spirit with my successor.

Please accept the assurances of my highest consideration.

With best regards

His Excellency  
Mr. Hong Jiuyin  
Ambassador of China

Embassy of the People's Republic of China

**Exhibit 31.**

**Circular Note**

Հայաստանի Հանրապետության  
Արտաքին գործերի  
Նախարարություն  
Ministry of Foreign Affairs  
of The Republic of Armenia

17/02/05666

Հայաստանի Հանրապետության արտաքին գործերի նախարարությունն իր հարգանքն է հավաստում Հայաստանի Հանրապետությունում հավատարմագրված

դեսպանություններին, միջազգային կազմակերպությունների դիվանագիտական կարգավիճակ ունեցող ներկայացուցչություններին և պատվավոր հյուպատոսների գրասենյակներին և պատիվ ունի տեղեկացնելու, որ ս.թ. հուլիսի 6-7-ը Հայաստանի Հանրապետության գյուղատնտեսության նախարարությունը և Հայաստանի Հանրապետության Գիտությունների ազգային ակադեմիան Երևանում կազմակերպելու են «Հայկական ծիրան» միջազգային համաժողով:

Համաժողովի անցկացման մասին տեղեկություններ կարելի է ստանալ [www.minargo.am](http://www.minargo.am) պաշտոնական վեբ-կայքից:

Հայաստանի Հանրապետության արտաքին գործերի նախարարությունն օգտվում է առիթից կրկին իր հարգանքի հավաստիքը հայտնելու Հայաստանում հավատարմագրված դեսպանություններին, միջազգային կազմակերպությունների դիվանագիտական կարգավիճակ ունեցող ներկայացուցչություններին և պատվավոր հյուպատոսների գրասենյակներին:

ք. Երևան 10 մայիսի, 2007թ.

ՀԱՅԱՍՏԱՆԻ ՀԱՆՐԱՊԵՏՈՒԹՅՈՒՆՈՒՄ  
ՀԱՎԱՏԱՐՄԱԳՐՎԱԾ ԴԵՍՊԱՆՈՒԹՅՈՒՆՆԵՐԻՆ,  
ԴԻՎԱՆԱԳԻՏԱԿԱՆ ԿԱՐԳԱՎԻՃԱԿ ՈՒՆԵՑՈՂ ՄԻՋԱԶԳԱՅԻՆ  
ԿԱԶՄԱԿԵՐՊՈՒԹՅՈՒՆՆԵՐԻ ՆԵՐԿԱՅԱՑՈՒՑՈՒԹՅՈՒՆՆԵՐԻՆ  
ք. Երևան

## Exhibit 32.



**საქართველოს საელჩო სომხეთის რესპუბლიკაში**  
**Վրաստանի Դեսպանատուն Հայաստանի Հանրապետությունում**

EMBASSY OF GEORGIA TO THE REPUBLIC OF ARMENIA

Yerevan, June 20, 2007

Excellency,

I have the honour to acknowledge receipt of the Embassy's Note Verbale, dated June 18, 2007 in which I was informed that you have presented to His Excellency the President of the Republic of Armenia Mr. Robert Kocharian the Letters accrediting you as Ambassador Extraordinary and Plenipotentiary of the People's Republic of China to the Republic of Armenia.

I look forward with pleasure to maintaining and strengthening with Your Excellency close relations, both official and personal, which will reflect those so happily existing between the People's Republic of China and Georgia and our two Missions.

I avail myself of this opportunity to convey to Your Excellency the assurances of my highest consideration.

**Revaz Gachechiladze**  
**Ambassador Extraordinary**  
**and Plenipotentiary of Georgia**

**H.K. Mr. Hong Jiuyin**  
**Ambassador Extraordinary and Plenipotentiary**  
**of the People's Republic of China**  
**Yerevan**

### **Assignments**

#### **I. Read the text and answer the checkup questions:**

1. What is a note? 2. What do the notes usually deal with? 3. What is the difference between a personal note and a verbal note? 4. Which note is widely used in diplomatic communication? 5. What is the basic outline of a verbal note? 6. Who are they usually addressed to? 6. What is the correct form of the date in a verbal note? 7. What other forms of notes are used in diplomatic communication? 8. What are the main differences among those notes?

#### **II. Study the use of the words “note”, “circular” and “verbal” in different phrases. Suggest their Armenian equivalents:**

~ note ~

~ of authority – \_\_\_\_\_

~ of protest – \_\_\_\_\_

~ of registration – \_\_\_\_\_

~ of invitation – \_\_\_\_\_

~ of understanding – \_\_\_\_\_

~ of thanks – \_\_\_\_\_

~ circular ~

circular cheque – \_\_\_\_\_

circular transaction – \_\_\_\_\_

circularity – \_\_\_\_\_

circulating notes – \_\_\_\_\_

circulation of bills – \_\_\_\_\_  
circulation of documents – \_\_\_\_\_  
circulation of commodities – \_\_\_\_\_

~verbal~

~ acceptance – \_\_\_\_\_  
~ agreement – \_\_\_\_\_  
~ behavior – \_\_\_\_\_  
~ contract – \_\_\_\_\_  
~ evidence – \_\_\_\_\_  
~ motion – \_\_\_\_\_  
~ note – \_\_\_\_\_  
~ inquiry – \_\_\_\_\_  
~ testimony – \_\_\_\_\_  
~ bid – \_\_\_\_\_  
~ warning – \_\_\_\_\_  
~ understanding – \_\_\_\_\_  
~ process – \_\_\_\_\_

### III. Give the English equivalents of the phrases below:

հայտարարել իրավունքների կամ պահանջների մասին – \_\_\_\_\_  
\_\_\_\_\_  
նման նոտաներ նույնպես հանդիպում են – \_\_\_\_\_  
հանդիսավոր բնույթ ունենալ – \_\_\_\_\_  
սերտ հարաբերություններ ենթադրել – \_\_\_\_\_  
պարունակել մեծ կարևորության հարցեր – \_\_\_\_\_  
համապատասխանորեն լիազորված պաշտոնյա – \_\_\_\_\_  
\_\_\_\_\_  
վավերացնել կնիքով – \_\_\_\_\_  
վերջին էջի աջ անկյունում – \_\_\_\_\_  
կախված նոտայի ծավալից – \_\_\_\_\_  
հարգանքը հավաստել – \_\_\_\_\_  
անբաժանելի մաս կազմել – \_\_\_\_\_  
ըստ էության միանման – \_\_\_\_\_  
նույն ձևով/բառերով ձևակերպել – \_\_\_\_\_

### IV. Fill each gap with an appropriate word:

The Office of the United Nations Department of Humanitarian Affairs in Armenia presents its \_\_\_\_\_ to the Ministry of Foreign \_\_\_\_\_ and Diplomatic \_\_\_\_\_ accredited to the Republic of Armenia and has the \_\_\_\_\_ to inform them that by a decision of Mr.

Sergio Vieira de Mello, Under-Secretary-General for Humanitarian Affairs, the present title of the Office is the “Office for the Coordination of Humanitarian Affairs” (OCHA), Armenia Field Unit. The present Head of the OCHA Field Unit is Ms. Knarik Kamalian. The OCHA Regional Office for the Southern Caucasus is to be established in Tbilisi, Georgia.

OCHA Armenia \_\_\_\_\_ itself of this opportunity to \_\_\_\_\_ to the Ministry of Foreign Affairs, Diplomatic Missions and International Organizations \_\_\_\_\_ to the Republic of Armenia the \_\_\_\_\_ of its highest \_\_\_\_\_.

Ministry of Foreign Affairs  
Diplomatic Missions  
Republic of Armenia

**V. Translate the following sentences into Armenian:**

1. On the occasion of disbanding the army, Washington addressed a circular letter to the governors of all the States, in which he gave his views of the existing state of the country and the principles upon which the future fabric of united government should be founded.

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2. In January 2010, the government of Chad sent a note verbale to the United Nations Security Council (UNSC) requesting it to not renew the mandate of the United Nations Mission to the Central African Republic and Chad. \_\_\_\_\_

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3. The diplomats and consuls still at Paris have sent a collective note to Count Bismarck, complaining that the notice of the bombardment was not given, and asking him to afford them the means to place the persons and the property of their respective countrymen out of danger.

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4. The following identic note was sent by the Secretary of State to the allies informing them of the recent developments. \_\_\_\_\_

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5. The newspapers of this morning contain a semi-official press statement in regard to a note verbale handed by the Foreign Secretary to the Papal Nuncio at Berlin. \_\_\_\_\_

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6. The United States sends an identic note to Great Britain and Germany suggesting an agreement between these two powers respecting the conduct of naval warfare.

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7. Mr. Secretary Conway addressed a circular letter to the governors of five states reproving them for the recent disturbances. \_\_\_\_\_

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8. The plenipotentiaries drew up a collective note in the same tone as that of the proclamation. \_\_\_\_\_

9. In a circular note to the European courts, Metternich protested that the outbreak of the Polish peasantry was purely spontaneous. \_\_\_\_\_

10. This was a circular note which he sent in answer to innumerable letters of enquiry, after the accident. \_\_\_\_\_

## **VI. Read and translate the note verbale into Armenian:**

### **NOTE VERBALE**

The ACP Secretariat presents its compliments to Embassies and Missions of the ACP Group of States, and is pleased to distribute the Rapporteur's Reports on the outcome of the 1st ACP and ACP-EU Workshop on Natural Disasters, held in May 2005.

As an immediate follow-up to the decision taken at the Joint ACP-EU Council of Ministers to create an ACP-EU Natural Disaster Facility, ACP states are requested to provide, in writing, information to the ACP Secretariat on the following issues:

- The contact details (name, mailing address, telephone, fax and email address) of the national and regional focal point on natural disasters.
- The types of national and/or mitigation mechanisms in existence; the current levels of preparedness for natural disasters, and the principal areas of weakness to be urgently financed from the existing capital of the Facility. Project outlines for addressing these areas should be submitted no later than 9<sup>th</sup> September, 2005.
- Specific proposals for a justified global allocation to fund the ACP-EU Natural Disaster Facility. This global figure is to be sourced from the post 9<sup>th</sup> EDF resources and will cater to the needs and the requirements of each ACP sub-region. ACP Regional Experts are therefore requested to liaise with their national counterparts and submit, as soon as possible, a region specific estimate for enhancing disaster mitigation and response capacities. These regional estimates will be the basis for a global ACP estimate for the resources to be requested for the Facility post 9<sup>th</sup> EDF.

In the event of further queries, the contact person at the ACP Secretariat is Ms. Natallie Corrie Kordas of the Political Affairs and Human Development Department.

The information received from ACP Missions will greatly assist the ACP General Secretariat's effort to quickly submit a formal Financing Proposal to the European Commission for endorsement, in respect of both phases outlined above.

The ACP Secretariat avails itself of this opportunity to renew to Embassies and Missions of the ACP Group of States the assurances of its highest consideration.

Brussels, 1<sup>st</sup> August 2005.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VII. Render the following Circular Note into Armenian paying special attention to the phrases in bold:

The Department of Foreign Affairs and International Trade (Office of Protocol) **presents its compliments to** Their Excellencies the Heads of Diplomatic Missions and notified Chargés d'affaires, a.i. accredited to Canada, and the Heads of International Organizations and other

Offices established in Canada, and **has the honour to reiterate** the Government of Canada's **policy and related expectations on** the treatment and status of **diplomatic bags**.

Article 27 of the **Vienna Convention on Diplomatic Relations (VCDR)** **exempts** the diplomatic bag **from opening and detention**. This exemption derives from the fundamental principle of protection of free communication that is **owed to diplomatic missions** for official purposes. Canada considers that x-ray or any other form of electronic scanning of diplomatic bags **constitutes a constructive opening of the bag**. Such opening can adversely affect the integrity and the confidentiality of the documents and articles contained in the bag and therefore **impair the inviolability** of the bag, and is thus regarded by Canada as creating an unacceptable breach of the VCDR.

Within the framework of its diplomatic relations, Canada continues to ensure, through domestic legislation and enabling regulation, that **foreign diplomatic pouches**, when these **visibly bear external marks of their status** and are appropriately sealed, are exempt from manual search, or any form of electronic scanning (by x-ray device or other method) and cannot be opened or detained. However, recognizing the importance of public safety and civil aviation security considerations and the need to **safeguard against abuses**, relevant Canadian authorities which may have serious reasons to suspect that a diplomatic pouch could constitute a threat are instructed **to notify the authorities of the sending State** and request that the bag be opened in their presence. If the sending State refuses the examination, the bag will be returned to its **place of origin**.

Since Canada does not, **in the pursuance of its interests and activities** as sending State, allow its diplomatic bags to be opened or screened by x-ray or any other method, the inability to send diplomatic bags via certain airports **causes serious operational challenges**. In fact, the Department stresses that its decision to send a Circular Note at this time was made necessary by the concern that rules and practices of certain States effectively permit the regular use of electronic devices, such as x-rays, for the examination and screening of diplomatic bags. **In this regard**, Canada continues to work bilaterally and **in common approach with other concerned States** to object to these actions taken by certain States.

The Department of Foreign Affairs and International Trade (Office of Protocol) **avails itself of this opportunity** to renew to Their Excellencies the Heads of Diplomatic Missions and notified Chargés d'affaires, a.i. accredited to Canada, and to the Heads of International Organizations and other Offices established in Canada, **the assurances of its highest consideration**.

OTTAWA, January 28, 2011

Date Modified: 2011-06-06

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This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

**VIII. Translate the Circular Note into English:**

Հայաստանի Հանրապետության  
Արտաքին գործերի  
Նախարարություն  
Ministry Of Foreign Affairs  
Of The Republic Of Armenia  
17/02/09250

Հայաստանի Հանրապետության արտաքին գործերի նախարարությունն իր հարգանքն է հավաստում Հայաստանի Հանրապետությունում հավատարմագրված դեսպանություններին, միջազգային կազմակերպությունների դիվանագիտական կարգավիճակ ունեցող ներկայացուցչություններին և պատվավոր հյուպատոսների գրասենյակներին և պատիվ ունի տեղեկացնելու, որ IV Համահայկական խաղերի բացման արարողությունը կկայանա **ա.թ. օգոստոսի 18-ին Վազգեն Սարգսյանի անվան մարզադաշտում ժամը (20.30-ին), իսկ փակման արարողությունը՝ ա.թ. օգոստոսի 26-ին Ալ.Սպենդիարյանի անվան օպերայի և բալետի ազգային ակադեմիական թատրոնում ժամը 20.30-ին:**

Հայաստանի Հանրապետության արտաքին գործերի նախարարությունն օգտվում է առիթից կրկին իր հարգանքի հավաստիքը հայտնելու Հայաստանում



## Quiz

1. *Diplomatic personnel enjoy \_\_\_\_\_ when they are accredited to other countries.*
  - Diplomacy
  - Diplomatic immunity
  - Russia
2. *Diplomatic services are often part of the larger \_\_\_\_\_ and sometimes a constituent part of the foreign ministry.*
  - Civil service
  - United States Civil Service
  - Her Majesty's Civil Service
3. *Diplomatic service is the body of diplomats and foreign policy officers maintained by the government of a \_\_\_\_\_ to communicate with the governments of other countries.*
  - United Kingdom
  - Country
  - Scotland



### *Topic for discussion*

#### **The Advantages and Disadvantages of Written Communication.**

##### **Written Communication**

When a message is communicated in writing, it is called *Written Communication*. Written Communication takes place in the form of letters, circular notes, reports, magazines, notice board, handbook, notice etc. Written message must be clear and understandable. It must be brief and self-explanatory and must be prepared in a simple language. The language must be polite so that the receiver of the message may easily accept it. If possible, it must be in the printed form.

##### *Advantages of Written Communication*

###### **1. No need of Personal Contact**

In written communication there is no need of personal contact.

###### **2. Economical**

If the receiver and sender of the message are at a distance, it is economical to communicate the message in writing because communicating by post is cheap and quite economical.

### ***3. Written Proof***

A great advantage of written communication is that it provides a proof for future reference. If there is any dispute on any point in this regard, the message may be referred.

### ***4. Clear and Explanatory***

Written messages are very clear and self-explanatory. The receiver of the message can easily follow it and understand it.

### ***Disadvantages of Written Communication***

*Written communication has the following disadvantages:*

#### ***1. Delay***

The greatest disadvantage of written communication is the delay in communication. The message in writing is communicated after a certain process is completed. It is prepared, verified and ordered by the concerned officer. Consequently, the message is delayed.

#### ***2. Lack of Secrecy***

Another great disadvantage of written communication is that secrecy cannot be maintained because these messages can be read by anyone.

#### ***3. Costly***

A written communication involves heavy expenditure. If the receiver and sender of message are near to each other, it is fairly costly to communicate in writing.

## UNIT 5

### MEMORANDA

A *memorandum* (pl. memoranda) (often called a *memo* for short) is a document or other communication that helps the memory by recording events or observations on a topic, such as may be used in an office. A memorandum is most often an addendum to a note. It sets forth in detail the factual aspects of a question, offers an analysis of some provisions, or contains exceptions to statements of the other side. A memorandum-addendum is not written on a letterhead, does not have a number, and usually (though not in all countries) gives the place and date of dispatch. However, if it is sent individually (the so-called express memorandum) or by courier, it is written on a letterhead, gives the place and date of dispatch, but usually doesn't have a signature or seal.

A memorandum may have any format, or it may have a format specific to an office or institution. The text of a memorandum should begin at a distance of 0.5 in. from the last line of the subject. Single spacing is normally used, although short memoranda (15 lines or less) may be typed in one-and-one-half spacing. Line spacing (line height) slightly larger than type size should be used. Additional one-line spaces should be used to separate paragraphs and indented quotations.

In law specifically, a memorandum is a record of the terms of a transaction or contract, such as a policy memo, memorandum of understanding, memorandum of agreement, or memorandum of association. Alternative formats include memos, briefing notes, reports, letters or binders. They could be one or many pages long. If the user is a cabinet minister or a senior executive, the format might be rigidly defined and limited to one or two pages. If the user is a colleague, the format is usually much more flexible. At its most basic level, a memorandum can be a handwritten note to one's supervisor.

A memorandum, as mentioned above, may acquire various names and may serve different aims. First of all it may be implemented for circulation within an office and be referred to as Interoffice Memorandum. It can be used for communications both within a given duty station and with other duty stations to record facts, decisions or opinions to which reference may be necessary later; to make or respond to proposals; to convey information. Interoffice memoranda are incorporated in the official files kept by individual departments or offices. They are the accepted way of making written reports for internal use. Each memorandum should deal with one subject only. If supporting analysis or detailed information is required, these should be set out in an annex.

All paragraphs of interoffice memoranda, except those consisting of only one paragraph, should be numbered consecutively to facilitate later references. Opposite the printed word "To:" should be typed the name of the addressee, normally preceded by "Mr.", "Mrs.", "Miss" or "Ms.". The name should be followed, on the same line, by the addressee's official title. The section, division and department should be typed below the name.

When drafting memoranda addressed to more than one person prepare them in any of the following forms, as appropriate:

1. Type the names and titles, followed by the names of the division or section and the department or office, in abbreviated form if necessary, one under the other, in the



space opposite the word “To:”. If the sender and addressee(s) are in the same department, mention the department only once;

2. Type the names and titles, followed by the name of the division and of the department or office, in abbreviated form if necessary, on a separate page, in which case type the words “See attached list” opposite the word “To:”;

3. Address the memorandum to groups of addressees, such as “All directors”;

4. With text-processing, prepare the memorandum and merge it with a list of addressees.

When desirable, a complete list of addressees may be attached to the memorandum.

When a memorandum is sent through an intermediary, the name of the intermediary, normally preceded by “Mr.”, “Mrs.”, “Miss” or “Ms.” and followed by the official title, should be typed after the word “Through:”. The section, division and department should appear on the next line, with the department in abbreviated form if space is not sufficient.

After the printed word “From:” should be typed the name of the sender (without “Mr.”, “Mrs.”, “Miss” or “Ms.”), followed by the sender’s official title. The section or division and the department should appear on the next line. If the sender and addressee are in the same department, the department may be omitted from the address of the sender.

A concise statement of the subject-matter should appear opposite the printed word “Subject:”. The subject should be typed in lower-case letters with an initial capital for the first word and in single spacing. Bold font should be used for the subject, whether in one line or more. Interoffice memoranda should be signed or initialed either beside the name of the sender at the top of the page or at the end of the text.

A specific type of memorandum is the *policy briefing note* (alternatively referred to in various jurisdictions and governing traditions as policy issues paper, policy memoranda, or cabinet submission amongst other terms), a document for transmitting policy analysis into the political decision making sphere. Typically, a briefing note may be denoted as either “for information” or “for decision”. The primary purpose of a briefing note “for decision” is to support decision making – to help (or sometimes influence) a decision-maker to make a better decision in a particular problem situation than he might otherwise have made without the analysis.

A *Bench Memorandum* is a short and neutral memo which summarizes the facts, issues, and arguments of a court case. Bench memos are used by the judge as a reference when preparing for the trial, when hearing the lawyers' arguments, when drafting a decision, and just generally to give the judge an idea of what the arguments given by each side in the court case will be. Bench memos are generally written by the judge's law clerk, although lawyers can also submit their own memos that argue their case, making sure that the memo remains neutral.

A *memorandum of agreement* (MOA) or cooperative agreement is a document written between parties to cooperatively work together on an agreed upon project or meet an agreed objective. The purpose of an MOA is to have a written understanding of the agreement between parties. It can be used between agencies, the public and the federal or state governments, communities, and individuals. An MOA lays out the ground rules of a positive cooperative effort.

The *memorandum of association* of a company, often simply called the memorandum (and then often capitalized as an abbreviation for the official name, which is a proper noun and

usually includes other words), is the document that governs the relationship between the company and the outside. It is one of the documents required to incorporate a company in the United Kingdom, Ireland, Pakistan, India and Sri Lanka, and is also used in many of the common law jurisdictions of the Commonwealth.

A *memorandum of understanding* (MOU) is a document describing a bilateral or multilateral agreement between parties. It expresses a convergence of will between the parties, indicating an intended common line of action. It is often used in cases where parties either do not imply a legal commitment or in situations where the parties cannot create a legally enforceable agreement. It is a more formal alternative to a gentlemen's agreement.

In some cases depending on the exact wording, MOUs can have the binding power of a contract; as a matter of law, contracts do not need to be labeled as such to be legally binding. Whether or not a document constitutes a binding contract depends only on the presence or absence of well-defined legal elements in the text proper of the document. For example, a binding contract typically must contain mutual consideration (legally enforceable obligations of the parties) and its formation must take place free of the so-called real defenses to contract formation (fraud, duress, lack of age or mental capacity, etc.).

A *presidential memorandum* is a type of presidential order issued by the President of the United States to the executive branch of the United States government. Presidential memoranda do not have an established process for issuance or publication. Presidential memoranda are generally considered less prestigious than executive orders.

### **Aides-Mémoires**

Another type of diplomatic document — *the aide-mémoire* — is in the nature of a brief memorandum supplementing an oral statement. It is written in an impersonal form, without salutations, number, or address, but does indicate the place and date of dispatch. As a rule it is passed from hand to hand during a discussion. A special delivery express aide-mémoire is sent individually and serves as a reminder concerning a matter that had already been communicated or discussed in a previous memorandum. In form the express aide-mémoire hardly differs from a verbal note. Like the latter it is written in the third person on a letterhead, has a number and date, and contains salutations and a compliment, but in contents it is only a reminder concerning some fact.

An aide-mémoire is an informal summary of a diplomatic interview or conversation, usually between the foreign minister or his assistant and a diplomatic envoy or his representative. It serves merely as an aid to memory and does not begin with a formula of courtesy. It is usually left at the foreign office by the ambassador or minister concerned (or his representative), or is handed over to the ambassador or the minister concerned (or his representative) at the foreign office by the foreign minister or his representative. The purpose of transmitting an aide-mémoire is to facilitate the further progress of a transaction and to prevent the subject of a personal conversation or an oral statement from being misinterpreted or misunderstood.

A bit similar to the aide-mémoire is another type of document called *pro-memoria*. This is a formal record of a subject discussed as different from the former. A pro-memoria is understood

to speak for and under direction of the government whose representative presents it and is usually left at the foreign office by the ambassador or minister concerned (or his representative), or is handed to the ambassador or minister concerned (or his representative) at the foreign office.

### **Exhibit 33.**

## **MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES**

SUBJECT: Transparency and Open Government

My Administration is committed to creating an unprecedented level of openness in Government. We will work together to ensure the public trust and establish a system of transparency, public participation, and collaboration. Openness will strengthen our democracy and promote efficiency and effectiveness in Government.

Government should be transparent. Transparency promotes accountability and provides information for citizens about what their Government is doing. Information maintained by the Federal Government is a national asset. My Administration will take appropriate action, consistent with law and policy, to disclose information rapidly in forms that the public can readily find and use. Executive departments and agencies should harness new technologies to put information about their operations and decisions online and readily available to the public. Executive departments and agencies should also solicit public feedback to identify information of greatest use to the public.

Government should be participatory. Public engagement enhances the Government's effectiveness and improves the quality of its decisions. Knowledge is widely dispersed in society, and public officials benefit from having access to that dispersed knowledge. Executive departments and agencies should offer Americans increased opportunities to participate in policymaking and to provide their Government with the benefits of their collective expertise and information. Executive departments and agencies should also solicit public input on how we can increase and improve opportunities for public participation in Government.

Government should be collaborative. Collaboration actively engages Americans in the work of their Government. Executive departments and agencies should use innovative tools, methods, and systems to cooperate among themselves, across all levels of Government, and with nonprofit organizations, businesses, and individuals in the private sector. Executive departments and agencies should solicit public feedback to assess and improve their level of collaboration and to identify new opportunities for cooperation.

I direct the Chief Technology Officer, in coordination with the Director of the Office of Management and Budget (OMB) and the Administrator of General Services, to coordinate the development by appropriate executive departments and agencies, within 120 days, of recommendations for an Open Government Directive, to be issued by the Director of OMB, that instructs executive departments and agencies to take specific actions implementing the

principles set forth in this memorandum. The independent agencies should comply with the Open Government Directive.

This memorandum is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by a party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

This memorandum shall be published in the Federal Register.

BARACK OBAMA

**Exhibit 34.**

**The White House**  
**Office of the Press Secretary**  
**For Immediate Release**  
**June 03, 2011**  
**Presidential Memorandum--Jerusalem Embassy Act**  
**June 3, 2011**

Presidential Determination  
No. 2011-11

MEMORANDUM FOR THE SECRETARY OF STATE

SUBJECT: Suspension of Limitations Under the Jerusalem Embassy Act

Pursuant to the authority vested in me as President by the Constitution and the laws of the United States, including section 7(a) of the Jerusalem Embassy Act of 1995 (Public Law 104-45) (the "Act"), I hereby determine that it is necessary, in order to protect the national security interests of the United States, to suspend for a period of 6 months the limitations set forth in sections 3(b) and 7(b) of the Act.

You are hereby authorized and directed to transmit this determination to the Congress, accompanied by a report in accordance with section 7(a) of the Act, and to publish the determination in the Federal Register.

This suspension shall take effect after transmission of this determination and report to the Congress.

BARACK OBAMA

**Exhibit 35.**



**DEPARTMENT OF DEFENSE**  
**CIVILIAN PERSONNEL MANAGEMENT SERVICE**  
**1400 KEY BOULEVARD**  
**ARLINGTON, VA 22209-5144**

**March 10, 2008**

MEMORANDUM FOR OFFICE OF DEPUTY CHIEF OF STAFF,  
ASSISTANT G-1 FOR CIVILIAN PERSONNEL POLICY  
SUBJECT: Request for Extension for Administrative Careers  
with America (ACWA) Examining Authority

This responds to your January 17, 2008, memorandum requesting an extension of authority to examine for positions subject to the Luevano consent decree using the ACWA examination process. Your request for an extension of ACWA examining authority is approved for Department of Army's five continental United States Competitive/Delegated Examining Units and will become effective on the date the attached Examining Instrument Agreement is signed.

The Civilian Personnel Management Service, Field Advisory Services, will exercise oversight for all ACWA examining conducted. Please contact Ms. Celisa Stephens at (703) 696-1234, if you have any questions regarding competitive examining.

//original signed //  
Sharon Stewart  
Deputy Director

cc:  
Ms. Linda Watson  
Center for Talent and Capacity Policy  
Office of Personnel Management  
1900 E Street, NW  
Washington, DC 20415-0001

## Assignments

### I. Answer the checkup questions:

1. What kind of document is a memorandum? 2. What is the format of a memorandum? 3. What subjects require interoffice memoranda? 4. Which are the basic instructions while drafting memoranda? 5. What are the main types of memoranda? Name the differences among them. 6. What is an aide-memoire? 7. What are the main differences between an aide-memoire and a verbal note?

### II. Give the Armenian equivalents of the phrases below:

private memorandum – \_\_\_\_\_  
confidential/secret memorandum – \_\_\_\_\_  
diplomatic memorandum – \_\_\_\_\_  
official memorandum – \_\_\_\_\_  
to draw up/prepare a memorandum – \_\_\_\_\_  
to send around a memorandum (in an office) – \_\_\_\_\_  
to initial a memorandum – \_\_\_\_\_

### III. Give the English equivalents of the phrases below:

նոտայի/հայտագրի հավելված – \_\_\_\_\_  
հարցի փաստացի կողմերը – \_\_\_\_\_  
որևէ կոնկրետ առաքելությունում – \_\_\_\_\_  
ներքին օգտագործման համար – \_\_\_\_\_  
հերթականությամբ համարակալել – \_\_\_\_\_  
հասցեատիրոջ պաշտոնական տիտղոսը/աստիճանը – \_\_\_\_\_  
ուղարկել միջնորդի միջոցով – \_\_\_\_\_  
խնդրո առարկայի համառոտ էությունը – \_\_\_\_\_  
հակասել գործին – \_\_\_\_\_  
համաձայնության հուշագիր – \_\_\_\_\_  
ասոցացման/միավորման հուշագիր – \_\_\_\_\_  
փոխըմբռնման մասին հուշագիր – \_\_\_\_\_  
ենթադրել իրավական պարտավորություն – \_\_\_\_\_  
իրավաբանական առումով կիրառելի պայմանագիր – \_\_\_\_\_  
նախագահական հուշագիր – \_\_\_\_\_  
հեշտացնել հետագա առաջընթացը – \_\_\_\_\_  
կանխել սխալ մեկնաբանությունը կամ թյուրըմբռնումը – \_\_\_\_\_

**IV. Are these statements about memos *true* (T) or *false* (F)?**

1. A memo is short for memorandum. \_\_\_\_\_
2. It cannot be sent without a salutation. \_\_\_\_\_
3. A memo is usually sent to more than one person. \_\_\_\_\_
4. Memos are usually short and to the point. \_\_\_\_\_
5. A memo is usually sent to people in a different company. \_\_\_\_\_
6. A memo has a specific date format. \_\_\_\_\_
7. You should always reply to a memo. \_\_\_\_\_
8. A memo usually has one specific format. \_\_\_\_\_
9. Memo writing is similar to letter writing. \_\_\_\_\_
10. You can write a memo on paper or as an email. \_\_\_\_\_

**V. Define the following terms in English consulting the Glossary of Diplomatic Terms if necessary:**

*Ad Referendum, Attaché, Bout de Papier, Chargé d’Affaires, Concordat, Demarché, Détente, Diplomatic Immunity, Dual Accreditation, Entente, Exequatur, High Commissioner*

**VI. Translate the following sentences into Armenian:**

1. A signed memorandum of agreement with the Administration will help us achieve our goals efficiently. \_\_\_\_\_
2. Mr. Rumsfeld also questioned the motives of Dr. Rice in distributing the confidential memorandum on the restructuring. \_\_\_\_\_
3. A memorandum circulated within the organization outlining its subversive action policy. \_\_\_\_\_
4. An explanatory memorandum has been provided setting out clearly how the motion would amend the standing orders. \_\_\_\_\_
5. The draft memorandum by the sub-committee of the national committee on the project in the southern hemisphere was issued in 1956. \_\_\_\_\_
6. A memorandum of understanding between our offices is expected to be agreed shortly. \_\_\_\_\_
7. The board has adopted a revised memorandum on corporate governance and revised terms of reference for each of the board's standing committees. \_\_\_\_\_
8. The signed memoranda must be deposited by midday each Thursday during parliamentary sittings. \_\_\_\_\_

9. This memorandum shall be implemented consistent with applicable law and subject to the availability of appropriations. \_\_\_\_\_

10. She wrote in a confidential memorandum in October 1971: "It was not properly acknowledged as a problem until 1956". \_\_\_\_\_

11. The memorandum of agreement should be amended to record the agreement between the parties. \_\_\_\_\_

12. In a ceremony at Basra Airport, representatives from both countries signed a memorandum. \_\_\_\_\_

**VII. Translate the following interoffice memorandum into Armenian:**

United Nations

Nations Unies

Interoffice memorandum

M E M O R A N D U M I N T E R I E U R

T O: Mr. Eduardo Gelbstein, Director Ad-interim

D A T E: 24 November 1998

A: Information Technology Services Division, OCSS/DM

R E F E R E N C E: IMP/3/98

T H R O U G H: Federico Riesco, Assistant Secretary-General

S/C D E: Department of General Assembly Affairs and Conference Services

F R O M: Patricia Lecomte du Noüy, Director

D E: Interpretation, Meetings and Publishing Division

S U B J E C T: Request to develop UN correspondence templates for

O B J E C T: distribution via the Central Management Software

1. This is in reply to your memorandum dated 10 November 1998.

2. We welcome your initiative, and will be happy to contribute. It will be our pleasure to provide you with the text-processing templates of the basic correspondence forms listed in your memorandum for you to distribute to the staff via the Central Management Software (CMS).

3. We already have a prototype template for an Interoffice Memorandum created in MS Word 97 and we are working on other forms. Our migration to MS Word from WordPerfect, our current standard text-processing package, will include the development of the final versions of the correspondence templates, along with the templates for all basic types of documents. Meanwhile, for testing, we could share with you the prototype templates, as we are developing and fine-tuning them.

cc: Maxim Zhukov



VIII. Translate the following interoffice memorandum into Armenian:

The White House  
Office of the Press Secretary  
For Immediate Release  
June 09, 2011

**Presidential Memorandum**  
**Unexpected Urgent Refugee and Migration Needs Related to Libya and Cote d'Ivoire**  
June 8, 2011

Presidential Determination  
No. 2011-11

MEMORANDUM FOR THE SECRETARY OF STATE

SUBJECT: Unexpected Urgent Refugee and Migration  
Needs Related to Libya and Côte d'Ivoire

By the authority vested in me as President by the Constitution and the laws of the United States, including section 2(c)(1) of the Migration and Refugee Assistance Act of 1962 (the "Act"), as amended (22 U.S.C. 2601(c)(1)), I hereby determine, pursuant to section 2(c)(1) of the Act, that it is important to the national interest to furnish assistance under the Act, in an amount not to exceed \$15 million from the United States Emergency Refugee and Migration Assistance Fund, for the purpose of meeting unexpected and urgent refugee and migration

needs, including by contributions to international, governmental, and nongovernmental organizations and payment of administrative expenses of the Bureau of Population, Refugees, and Migration of the Department of State, related to the humanitarian crises resulting from the violence in Libya and Côte d'Ivoire.

You are authorized and directed to publish this memorandum in the *Federal Register*.

# BARACK OBAMA

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

IX. Write a memorandum making use of the appropriate vocabulary choosing between one of the forms below:

- a) Interoffice memorandum
- b) Memorandum of understanding
- c) Policy brief
- d) Memorandum of association

[illegible]

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## Quiz

1. *Written messages used by individuals within an organization to communicate with one another are called \_\_\_\_\_.*
  - Letters of credence
  - Memos
  - Communiques
2. *If a document is not attached to a memo but is included in the envelope, you must key the word \_\_\_\_\_.*
  - Enclosure
  - Appendix
  - Attachment
3. *If a separate document (such as an edited article) is attached to the memo, you must key the word \_\_\_\_\_ a double space below the last line.*
  - Enclosure
  - Appendix
  - Attachment
4. *A memo that is sent to several people is called a*
  - Memorandum of Association
  - Circular memorandum
  - Memorandum of Understanding
5. *In a memo, the part which contains the guide words such as TO:, FROM:, DATE: and SUBJECT: is called the \_\_\_\_\_.*
  - Heading
  - Body
  - Salutation
6. *The body of a memo is \_\_\_\_\_ spaced with a double space between the paragraphs.*
  - Double
  - Not
  - Single

## Unit 6

### Emails in Diplomacy

#### **Electronic mail**

*Electronic mail (e-mail)* has become an important means of communication nowadays for everybody. The least costly of the electronic communications systems, e-mail is fast and reliable. Any registered e-mail user can communicate with any other user worldwide. Messages may also be exchanged between users of most alternative electronic mail services available from private carriers.

When sending e-mail over the Internet, it should also be kept in mind that neither the stability of the Internet nor security of transmissions can be guaranteed. It may therefore be desirable to request the addressee to acknowledge receipt of the message. It is the responsibility of the sending and receiving offices to decide the extent to which e-mail communications can be accepted as formal correspondence.

While e-mail is still primarily an informal mode of communication, the language used in e-mail messages should adhere to diplomatic or official standards for discourse.

In preparing e-mail, keep in mind that recipients may have different software from those used by senders. Therefore, it is best to send the message in a simple format, avoiding special characters and ornamental fonts. Limit lines to no more than 75 characters, and preferably no more than 50, for ease of reading. Use short paragraphs. The recommended font for e-mail messages is 10 point Courier New, a monospace font that is easy to read and will ensure proper alignment of any columns or tables. If the style of the communication is kept simple, it is more likely that the recipient will see the message as the sender intended it to appear on screen.

E-mail permits the worldwide electronic transmission of messages, documents and data created by any type of microcomputer as files attached to an e-mail message. However, system restraints may make it necessary to limit the total size of an attached file to no more than two megabytes (2,000,000 bytes). Do not use e-mail to send large documents of a non-urgent nature. Append attached files with the program notation (for example, .doc or .wpd) for ease of downloading. To ensure receipt, send very important files or messages by facsimile or on a diskette. As a courtesy, do not transmit large files without prior approval of the addressee.

E-mail is subject to rules and regulations governing the conduct of official business through conventional methods. These include policies for the retention of administrative and other inter-office correspondence, and appropriate arrangements should be made to save e-mail messages if necessary. A printed out copy of an e-mail message should be kept on file as a record for future reference in routine administrative matters. Do not expect to store messages indefinitely on the central e-mail system itself.

#### **How to write diplomatic emails?**

Many diplomats nowadays conduct their correspondence by email. It's easy to send an email. You just write a few words, click and send. But it's less easy to send a diplomatic email. A diplomatic email is an email that doesn't cause a misunderstanding or insult, or anger or even frighten your recipient. A diplomatic email is an effective business tool and also helps maintain good personal relationships. By writing friendly, inoffensive, yet concise emails that your

recipient understands, you present yourself as mature and professional, creating long-lasting and effective business and personal relationships online.

### Instructions

- Include a greeting every time you email a business acquaintance or somebody you don't know very well. Greeting your recipient in every email, however briefly, serves as the social equivalent of looking a person in the eye.
- Introduce yourself briefly if the recipient doesn't know you or doesn't know you very well. This saves him the time he might need to spend to try to figure out who you are.
- Write your email, paying special attention to clarity and conciseness, as well as proper grammar, punctuation and spelling. Taking the time to write carefully shows your recipient you care about your correspondence with her.
- Minimize your use of emoticons and abbreviations. They may save you time, but they're likely to cost your recipient more time trying to figure out what you're saying, especially if he is not familiar with these shortcuts. Even if you think he is familiar with the emoticons or abbreviations, he is unlikely to find them as easy to read as you find them to write.
- Use a courteous tone when writing the body of the email, even if you are writing with a difficult request, complaint or reprimand. Use common words and phrases of courtesy when appropriate, such as "please", "I appreciate it", "at your convenience", "thank you" or "I'm sorry".
- Thank your recipient for her time. Even if you don't imagine she's spending very much time on your business, this is an important tool of diplomacy. Every person wants to feel her time is valuable.
- Include a personal sign-off, even if you already have a signature automatically included in every email. A simple "All the best, Joanna Smith" will impart a friendly yet professional feel to the email.
- Be sure your signature includes your email address. This courtesy makes it easier for your recipient to contact you. Don't assume he will see your email address in the "from" line. Not every email client is set to show the sender's email in a convenient place. And don't assume he'll just hit "Reply". Not everybody uses the "Reply" function to write every email.
- Don't be in a hurry to send the email immediately after you write it. Step back from the text of the email and look at it critically from your recipient's perspective. Make revisions if you find it doesn't deliver the message you intend.
- Send off your email and be patient if the response doesn't come right away. If you need to send an inquiry on the status of your correspondence, follow the same recommendations outlined here.

**Exhibit 36.**

To the attention of His Excellency  
Ambassador Extraordinary and Plenipotentiary of  
the Argentine Republic to the Republic of Armenia  
Mr. Diego E. Alvarez Rivera

Honourable Mr. Alvarez Rivera,

Non-governmental organization “X” with the assistance of the “Y” since May, 2014 has been implementing project “T”.

In the framework of the mentioned project stories of the 1915 Genocide survivors were collected. The stories are told by the survivors’ descendants, relatives, friends relying on the citations of the witnesses of the events. Afterwards, based on the collected stories, the book “100 years...” was prepared which was published in the Armenian, Turkish and English languages.

Hereby, we are pleased to provide copies of the Armenian and English versions of the book to the Embassy of the Argentine Republic to the Republic of Armenia.

With best wishes,  
Sincerely,

Executive Secretary

**Exhibit 37.**

“K.” Foundation  
Project Director  
Mrs. O

**Subject:       REQUEST FOR PAYMENT**

Respectable Mrs. O,

According to Article x of the Agreement on Cooperation on a Project signed between “K”. Foundation and “LL” Organization on 01 May, 2013, “LL” requests to process the payment for implementing the Project.

Below You can find the data needed for the payment:

- Organisation address - ....., Yerevan, Republic of Armenia
- Tax code of “....”: .....

- Number of request - 1
- Project reference number and title - ....., “.....”.
- Full reference and address of the bank, bank account where payment is to be done -  
BENEFICIARY BANK - .....  
CORRESPONDENT BANK .....

Thanks in advance,  
Best regards,  
Chairman

**Exhibit 38.**

University  
Project manager  
Mr. Sanders

Dear Mr. Sanders,

According to Article X of the Partnership Agreement concluded between our Organization and Your University, please, find attached the monthly report for the project’s implementation in Armenia for July.

The report for August will be sent to you in the 1st half of September.

If you have any questions, comments, etc., do not hesitate to contact us.

Best regards,  
Vice Chairman

**Exhibit 39.**

US Embassy in Yerevan  
Grants Officer  
Mrs. Smith

Dear Mrs. Smith,

Please, find attached the application and other required documents for the project “Our Globe” suggested by NGO “Freedom” for Democracy Commission Small Grants Programs 2014.

Thank You beforehand for considering the application.

Please, confirm the receipt of this email.

Sincerely,

Executive Secretary

.....

**Exhibit 40.**

Embassy of the UK of GB and NI  
in the Republic of Armenia  
Projects Coordinator  
Mr. Black

Dear Mr. Black,

In the framework of the project “Partnership” (Contract no 101) we have finished the first reporting period (01.09.2013-15.01.2014). A report was submitted to the Embassy with both financial and narrative parts on 25 January, 2014. Before accepting the report and making the second installment we have a little suggestion-amendment that we would like to ask you to consider, if possible.

1. Regarding the financial part: there is a budget line “Peace promoting supplies for participants of the project” in sum of xxx GBP in the budget of the project which is foreseen to be sent with the second installment. But, taking into consideration that participants from Georgia are also supposed to receive prizes from that fund, as well as to avoid technical problems, for there is no joint meeting foreseen within the project, we ask you to transfer xyx GBP to the budget of the Georgian partner.

Thank you in advance.

With best regards,

Director

S. Avagyan



**Exhibit 41.**

N \_\_\_\_\_

Հայաստանի Հանրապետության  
արտաքին գործերի նախարար  
պարոն Էդվարդ Նալբանդյանին

Հարգելի պարոն Նալբանդյան

Տեղեկացնում եմ, որ Հայաստանի Հանրապետության և Ամերիկայի Միացյալ Նահանգների միջև «Առավել մասնակցային, արդյունավետ և հաշվետու կառավարման զարգացմանն ուղղված համագործակցության համաձայնագրի» թիվ 2 փոփոխությամբ նախատեսված՝ Հայաստանի Հանրապետության կառավարության մասնակցությունը լինելու է բացառապես բնաիրային տեսքով:

Հարգանքով՝

**Exhibit 42.**

Dear Recipient,

This is Gohar Harutyunyan, Assistant of Addeh Hovassapian, ELT Projects Manager of British Council Armenia, writing you kindly to remind about ongoing development of British Council Armenia's English Language Teachers and Experts Network.

Acknowledging your business and workload regarding the new academic year, however, we would highly appreciate your efforts to spend only a few minutes filling in the ELT Database Creation Form attached and send it to us as soon as possible to foster our further communication and continually provide you with our updated ELT activities and services.

Please ignore this email, if you have already sent us the form.

Thank you in advance for your collaboration,

Kind Regards,

Gohar

Gohar Harutyunyan | Project Assistant

British Council Armenian Branch | 9 Alex Manoogian | Yerevan | 0070

T +374 10 55 29 45 Ext. 5109 | F +374 10 55 29 75 | BCTN 8203 5109

[Gohar.Harutyunyan@britishcouncil.am](mailto:Gohar.Harutyunyan@britishcouncil.am)

[www.britishcouncil.am](http://www.britishcouncil.am)

**Exhibit 43.**

ՀԱՅԱՍՏԱՆԻ ՀԱՆՐԱՊԵՏՈՒԹՅԱՆ  
ՊԱՇՏՊԱՆՈՒԹՅԱՆ ՆԱԽԱՐԱՐ  
ՍԵՅՐԱՆ ՕՀԱՆՅԱՆԻՆ

Հարգելի պարոն նախարար,

Ի պատասխան Ձեր 13.02.2015թ. համար \_\_\_\_ գրության և առաջադրվելով «Հայաստանի Հանրապետության միջազգային պայմանագրերի մասին» ՀՀ օրենքի 26-րդ հոդվածով՝ խնդրում են ՀՀ արտաքին գործերի նախարարություն ներկայացնել «Հայաստանի Հանրապետության պաշտպանության նախարարության և Ռումինիայի ազգային պաշտպանության նախարարության միջև զինվորական և քաղաքացիական անձնակազմի փոխադարձ վերապատրաստման ոլորտում համագործակցության մասին» արձանագրության հաստատման նպատակահարմարության վերաբերյալ տեղեկանք:

Հարգանքով՝  
Նախարարի տեղակալ

Անուն Ազգանուն

Կատարող՝ Ն. Ավագյան  
Փոխնախարարի օգնական

**Exhibit 44.**

0010, ք.Երևան-10, Մ.Մկրտչյան 5.  
Հեռ. 59-72-07. Ֆաքս 52-65-77  
Էլ. փոստ: secretariat@mineconomy.am  
Վեբ կայք: www.mineconomy.am

№ \_\_\_\_\_

ՀՀ ԱՐՏԱՔԻՆ ԳՈՐԾԵՐԻ ՆԱԽԱՐԱՐ  
ՊԱՐՈՆ ԷԴՎԱՐԴ ՆԱԼԲԱՆԴՅԱՆԻՆ

Հարգելի պարոն նախարար

Ի լրումն ՀՀ վարչապետի 26.01.2015թ. հանձնարարականի կատարման հետ կապված մեր՝ 2015 թվականի փետրվարի 10-ի գրության ներկայացնում ենք ԵՏՀ-ից ստացված «Մտավոր սեփականության օբյեկտների իրավունքների պաշտպանության

գործողությունների կոորդինացման մասին» Պայմանագրի որոշ խմբագրական ճշգրտումներով վերջնական տեքստը և դրա հայերեն թարգմանությունը:

Առդիր՝ 17 էջ:

Հարգանքով՝

Անուն ազգանուն

### Assignments

#### I. Read the text and answer the checkup questions:

1. Why is an electronic email considered an important means of communication? 2. Why should stability of the Internet or security of transmissions be guaranteed while sending an email? 3. Speak about the language used in e-mail messages. 4. What should you keep in mind while preparing an e-mail? 4. Do the diplomats nowadays conduct their correspondence primarily by email? 5. Name some instructions which are important for creating effective emails.

#### II. Give the Armenian equivalents of the phrases below:

to guarantee the stability of the Internet or the security of transmissions – \_\_\_\_\_

to acknowledge receipt of the message – \_\_\_\_\_

to adhere to diplomatic or official standards – \_\_\_\_\_

to avoid special characters and ornamental fonts – \_\_\_\_\_

documents of a non-urgent nature – \_\_\_\_\_

to store messages on the central e-mail system – \_\_\_\_\_

#### III. Translate the following email letter into Armenian:

“Progress” NGO  
Chairman  
Mr. K. Petrosyan

Dear Mr. ...

I am K. Petrosyan, the Chairman of the NGO “Progress”. I am writing to you after consulting with our partner. I know that during this period he was able to contact you. Therefore, I assume you are somewhat aware of the matter. Now I shall try to present it to You in detail and clearly.

The Aaron Foundation in Yerevan announced a call for Peacebuilding projects in December 2013. Our organization is planning to apply for the project within the call mentioned above. The project aims at building peace in the region and envisages several actions.

So, I am turning to you with an official partnership offer which can be formulated via the following questions:

1. Would you agree to become this project's partner from Georgia and implement it together, if it is approved by the "Aaron" Foundation?
2. If you agree, I shall ask you besides the approval to give concrete information about your organization in English: the full name of the organization, contact person's full name, his/her position, contacts.
3. If you agree, I shall ask you to mention also about the media partner from Georgia which, as you will see in the concept paper, has a concrete role in the project by regularly publishing on its web-site the materials on the project.

In this case as well I would ask you to provide us with the full name of the media partner, the full name of their contact person, his/her position, contacts.

Currently we are working on the preparation of the full project application to manage to send it on the 5th of March.

This seems to be all so far. I am looking forward to your reply as soon as possible only because of the close deadline.

With best wishes,

Chairman  
Mr. K. Petrosyan

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

[illegible]

IV. Here are ten tips for creating effective emails. Try to add other tips which are also effective for emails.

1. Write a meaningful subject line.
2. Identify yourself clearly.
3. Keep the message focused and to the point.
4. Avoid attachments unless essential, and if so, explain what they are.
5. Don't assume privacy. You can't control what your reader will do with your email.
6. Distinguish between formal and informal situations.
7. Respond promptly to incoming messages, at least an interim acknowledgement.
8. Show respect and restraint.
9. Don't overreact.
10. Proofread.

V. Here are some advantages of e-mail correspondence. Give at least five disadvantages:

E-mail correspondence:

- saves time and resources: letters do not have to be printed on paper, placed in envelopes and transported over long distances to their destination;
- is a fast and relatively cheap means of communication, compared to air mail and fax;
- makes it easy to send a message or letter to many recipients simultaneously at little or no extra cost;
- allows you to exchange messages at all hours regardless of time zone differences;
- provides flexibility for exchange of messages between recipients when away from a physical address;
- makes it possible to reach individuals, institutions or the public at little or no additional cost;
- allows you to reuse text-based material received via e-mail without re-typing it into the computer;

- lets you exchange formatted documents for use in publications anywhere in the world (writing a final document, or producing a newsletter collaboratively when people live in different parts of the world);
- needs no separate or dedicated phone line;
- needs no separate or dedicated computer;
- offers the possibility of sending and receiving faxes or telexes;
- can be used to search on-line databases on computers worldwide;
- has multi-media capabilities, making it possible to transmit data, audio and video material;
- makes it possible to keep an ongoing, permanent record of discussions with few resources;
- allows you to gather, store and disseminate vital information (on health, food, social justice, agriculture, and other economic and social issues);
- helps organize computer-aided long distance learning and tutoring.



### *Supplementary Reading*

#### **Internet Protocol E-mail Rules of Thumb**

- *Avoid generic usernames.* To establish credibility more firmly, use an e-mail prefix that clearly identifies the sender. For example, *happygirl141@aol.com* not only comes across as unprofessional but also fails to identify the sender by name.
- *Create a signature line.* Signature lines help recipients by providing permanent information for identification (such as full name and title) and multiple modes through which to contact the sender. Senders may elect to include their full names and middle initials, their titles, their physical address (and/or mailing address if different), their phone numbers, facsimile numbers, and even cell phone numbers where appropriate. E-mail programs can be set up to generate signature line automatically, so that this courtesy takes no additional time for users.
- *Reply promptly.* It is bad business practice (not to mention bad etiquette) to keep someone waiting for a response – especially when the e-mail relates to an important and/or time-sensitive matter. If necessary information is unavailable, or if one must speak with someone else or research a topic in order to respond, one should let the sender know the e-mail has been received and will receive a response as soon as the answer has been discovered.
- *Use ‘out-of-office’ replies.* If you are out of the office during normal business hours for more than one day, use the automatic ‘out-of-office’ reply rather than keeping senders waiting for a response.
- *Include all pertinent information and attachments.* Though accidental omissions are sometimes unavoidable, it is most professional and considerate of others’ time to include all information in one e-mail. E-mails related to events should contain all pertinent event

information, including time, place, attire, and any link to the event website. When sending an important message, one may find it easiest to get it right the first time by writing the e-mail, providing attachments, and setting the e-mail aside a few minutes before sending. Such an approach gives the sender's brain a cognitive break and may reveal errors or omissions that would have gone unnoticed at first glance.

- *Provide a subject.* It is most discourteous to leave a subject line blank. Inappropriate labels can be just as frustrating as blank ones. Providing adequately descriptive subject lines enables recipients to prioritize, categorize, organize, and, later, locate e-mails.
- *Choose the appropriate level of formality.* A good rule for business e-mails (or for those directed to someone the sender does not know well) is to treat an e-mail as if it were a letter. Unlike letters, however, e-mails have a tendency to turn casual quickly. If you are communicating with a superior or writing an e-mail that may be duplicated as a record, it is a good idea to choose a more formal approach and to permit the superior to control any lowering of formality standards.
- *Keep it short.* E-mails should be kept as succinct as possible while still conveying key information. Droning on unnecessarily or embellishing needlessly will only irritate recipients and detract from the intended message.
- *Don't type in capitals.* Such typing is not only difficult to read but is considered as offensive as shouting. It may unintentionally incense recipients and should never be used for an entire e-mail (though using it for headings, subheadings, or to draw attention to certain words may be acceptable).
- *Consider context and tone.* Attention to not only to what is said but to how it is said is especially important in e-mail communications considering that no social cues from body language or tone of voice will be available to the recipient. Sample contextualization for any potentially sensitive statements should be provided to minimize their negative impact. A highly emotional tone (including excessive use of exclamation marks) should be tamped down and saved for more informal e-mailing to friends. It is usually best to keep extreme personal excitement and woes to oneself. Exclamation marks should be used sparingly (if at all), and it is best that 'smiley' or 'frowney' faces never be used in professional communication.
- *Use discretion.* It is almost always in the best interest of the sender not to forward e-mails containing inciting or gossipy information. There is always the chance that such e-mails may be mishandled down the line, and such forwarding only serves to fan workplace or social flames. Similarly, especially in political arenas, e-mail that could jeopardize the security of an individual (or even of the nation) should be handled with the utmost care. If such sensitive information arrives in the hands of someone unsure what to do with it, the best approach is to ask (face-to-face, without forwarding the e-mail) a superior, who may know how to approach the situation rather than to risk the emails falling into the wrong hands.

Discretion should be exercised in setting e-mails as "high priority". Crying wolf by using false labels may cause the sender to lose credibility among colleagues. Further, an important e-mail may not take priority when it really counts.

Using foul language is also ill advised.

- *Avoid bombardment.* When e-mailing someone multiple times per day, it is considered to save two or three questions and send them in one e-mail rather than filling the recipient's inbox with multiple e-mails. Not bombarding the recipient with too many e-mails may prevent exhaustion and annoyance with required responses and, perhaps most importantly, with the sender.
- *Trim the fat.* If forwarding e-mails from multiple recipients or a long trail of emails between two or more persons, 'trim the fat' by deleting any irrelevant messages so that the new recipient need not wade through bogs of useless text in order to uncover the pertinent information.

Ambassador M. M. French. *United States Protocol* 328-331.



### *Telegrams*

Telegram services were very popular and the only way to convey information speedily over very long distances. Telegrams were often used to confirm business dealings and were commonly used to create binding legal documents for business dealings.

- Telegrams are written in block letters, and, as a rule, do not contain more than 35 words.
- In telegrams complimentary beginnings and closings are as a rule not used and are often substituted by words: "please" and "kindly";
- Specific abbreviations which are widely used in telegrams are: yrlet=your letter; ourlet=our letter; yrtel=your telegram;
- Abbreviations which are also widely used in telegrams are: PLS=please; TKS=thanks; ARR= arrive; DEP=departure; HTL=hotel; asap=as soon as possible; YR=your; TLX=telex; REF=references; RGDS=regards; VE= message understood; RPT=please repeat;
- The address must be complete. There are certain concessions in the counting of the number of words in the address: all the words written as the destination of the telegram i.e. the place which it has to reach will be treated as one word; so you do not gain anything by cutting down the number of words in the address;
- Figures and numerals, particularly while writing date, time and sums of money are preferably written in words to avoid any typographical mistakes;
- No punctuation marks are used. A full stop is indicated by any of the following (.), AAA or STOP. These are counted as words for evaluating the charges. Use the word STOP in preference to the other two options. Do not use too many STOPS;
- There is no need to write STOP after the message and before the sender's name;
- If the date is mentioned, the day of the week need not be mentioned;
- In reducing the length of a message, you should not make it vague or ambiguous;



- Stick to the prescribed standard word limit (inclusive of the message, receiver's name and address, sender's name and the word STOP).

A *diplomatic telegram*, also known as a *diplomatic cable*, is the term given to a confidential communication between a diplomatic mission and the foreign ministry of its parent country. Telegrams and cables have largely been replaced by facsimile or e-mail as a means of electronic communications.

A *facsimile* is an exact copy of a document or other written or printed materials produced by electronic scanning and transmission of the resulting data. Facsimile transmission is used to transmit a wide variety of correspondence requiring urgent attention. It is the usual mode of communication between states, governments, departments, organizations, etc. Telephone exchanges and economical leased lines between them make facsimile transmission increasingly cost-effective, and facsimile is now considered the most convenient mode of communication by many users.

Official communications such as memoranda and other forms of correspondence may be transmitted by facsimile. However, notes verbales should not be sent by facsimile. When letters to high officials are transmitted by facsimile, the original letter should be sent by mail. When a communication transmitted by facsimile is also sent by mail, some indication should be affixed to the communication that the communication was sent by facsimile on a specified date. This will help the recipient to avoid acting twice on the same communication. In the case of other correspondence without legal or financial implications, it is not necessary to send the original by mail; to do so may be confusing to the recipient.

Costs of facsimile transmission are based on the number of pages and the number of minutes required for transmission (instead of the number of words in the case of cable messages). It is therefore not necessary to use the extremely abbreviated style appropriate to cables. It is important, however, to be as clear and concise as possible.

There are standard formats for messages to be sent by facsimile. A template with this format in Microsoft Word is available. Whatever format is used, it is essential that facsimile transmissions contain the following information, in addition to the text of the message itself:

1. The name, functional title and fax number of the addressee;
2. The name, functional title, fax number, telephone number and e-mail address of the sender;
3. The date of the transmission;
4. The reference number of the communication;
5. The number of pages included in the transmission;
6. The subject of the transmission;
7. The names of any interested parties who should receive copies of the communication.

Facsimile transmissions can be sent from any department or office in which a facsimile machine has been installed.

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