

**BỘ TƯ PHÁP  
VỤ TỔ CHỨC CÁN BỘ**

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

Số: 549/TCCB-ĐTBD

Hà Nội, ngày 10 tháng 9 năm 2020

V/v thông báo khóa học “Kỹ năng giao tiếp và tiếng Anh trình độ cơ bản”

Kính gửi: Thủ trưởng các đơn vị thuộc Bộ

Trong khuôn khổ hợp tác ASEAN, Trung tâm Hợp tác Việt Nam – Singapore do Học viện Ngoại giao – Bộ Ngoại giao Việt Nam và Đại sứ quán Singapore – Bộ Ngoại giao Singapore đồng chủ quản, tổ chức khóa học “Kỹ năng giao tiếp và tiếng Anh trình độ cơ bản”, cụ thể như sau:

**1. Thời gian:** Từ 12/10/2020 đến ngày 30/10/2020 (8h30-16h00).


**2. Hình thức và địa điểm học:** Trực tuyến tại Trung tâm Hợp tác Việt Nam – Singapore (phòng 401, tòa nhà Pacific, 83B Lý Thường Kiệt, Hà Nội).

**3. Đối tượng:** Công chức, viên chức có vị trí việc làm yêu cầu tiếng anh giao tiếp.

**4. Chỉ tiêu:** Bộ Tư pháp được phân bổ 02 chỉ tiêu/khóa học.

**5. Ngôn ngữ:** Tiếng Anh (không phiên dịch).

**6. Kinh phí:** Bộ Ngoại giao đài thọ chi phí tổ chức khóa học. Các chi phí khác (đi lại, ăn ở...) do học viên chi trả.

Căn cứ nội dung khóa học nêu trên, nếu đơn vị có nhu cầu cử công chức, viên chức đi học, đề nghị gửi Công văn giới thiệu 01 người/khóa học kèm theo Bản đăng ký của học viên về Vụ Tổ chức cán bộ **trước ngày 24/9/2020 (thứ Năm)** để Vụ xem xét, quyết định (*Chương trình học, mẫu Bản đăng ký được gửi kèm theo*). Trường hợp có nhiều hơn 02 công chức, viên chức đăng ký tham dự khóa học, Bộ sẽ xem xét lựa chọn theo thứ tự ưu tiên được quy định trong Quy chế đào tạo, bồi dưỡng công chức, viên chức Bộ Tư pháp. 

**Nơi nhận:**

- Như trên;
- Vụ trưởng (để báo cáo);
- Lưu: VT, ĐTBD.

**KT. VỤ TRƯỞNG  
PHÓ VỤ TRƯỞNG**



**Nguyễn Đỗ Kiên**



## BASIC ENGLISH LANGUAGE AND COMMUNICATION SKILLS

12 TO 30 OCTOBER 2020

Sponsored by the

**MINISTRY OF FOREIGN AFFAIRS, SINGAPORE**

under the framework of the

**INITIATIVE FOR ASEAN INTEGRATION**

to be conducted by

**SEAMEO REGIONAL LANGUAGE CENTRE**

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### Initiative for ASEAN Integration

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

A key IAI project by Singapore was the establishment of training centres in Phnom Penh, Vientiane, Yangon and Hanoi, which have been upgraded to the Singapore Cooperation Centres (SCCs). More than 43,000 government officials from CLMV have attended our training courses conducted at these centres in diverse areas that are aligned to the IAI Strategic Areas in Food and Agriculture, Trade Facilitation, MSMEs, Education and Health and Well-being and Enabling Actions promoting good regulatory techniques and legal frameworks, digital government strategies, public administration, international safety standards and sustainable development.

The IAI is in line with the spirit of the Singapore Cooperation Programme (SCP). Established in 1992, the SCP brings together the various technical assistance programmes offered by Singapore. As a country whose only resource is its people, Singapore believes that human resource development is vital for economic and social progress. Singapore itself has benefited from training provided by other countries

and international organisations. Through the SCP, the range and number of training programmes have been increased to meet the needs of developing countries.

### SEAMEO Regional Language Centre

RELC is a well-established language institution, that was set-up in 1968 to develop language education in the region and help raise the standards of teaching and learning of English in Southeast Asia. With more than 50 years of experience, RELC has established strong and reputable partnerships internationally to provide high quality language programmes including those conducted under the IAI.

### Course Objectives

The course aims to provide participants with a **basic** proficiency in the English language and by the end of which the participants should be able to:

- Understand simple conversations and expressions;
- Respond to simple questions about self, work and work-related issues;
- Read basic text and have a decent level of English vocabulary and grammar to start and maintain a simple conversation;



- Speak and express ideas, requests and information clearly in contexts where English is used for international communication; and;
- Write simple texts with correct grammar in a variety of formats used at the workplace (e.g. emails, letters, memos etc...).

## Synopsis

This course and syllabus have been designed so that participants will obtain specific learning skills, objectives and outcomes, that are aligned with CEFR A1 level in a work-based setting. The course will focus on listening, speaking, reading and writing skills at the basic level for English language and cover:

- Listening and Reading Comprehension
- Parts of Speech
- Grammar and Sentence structure
- Vocabulary
- Functional Business and Workplace Writing
- Pronunciation, Phonology
- Oral Communication and Presentation

## Methodology

The course will be conducted through a "blended" virtual classroom comprising a combination of **synchronous e-Learning** ('live' lecture and interactive sessions with Q&A segments, group discussions, quizzes and presentations and **asynchronous e-Learning** sessions (independent and self-study of online modules, individual completion of assignments and assessments) on a web-based *Learning Management System*.

The guide to access the online synchronous and asynchronous e-Learning will be circulated to the nominees separately.

## Regulations

Participants are required to comply with the following:

- Strictly observe course schedules and not miss training sessions, and;
- Carry out instructions and abide by conditions as may be stipulated by the nominating Authority or Government and the Government of Singapore and its appointed trainer, with respect to the course.

## Duration

The course will be held from **12 to 30 October 2020**.

## Participants' Profile

Participants should be:

- Government officials with basic knowledge of the English Language;
- Able to attend **all** the synchronous e-learning sessions.
- Nominated by the Government of Viet Nam;
- Proficient in spoken and written English; and
- In good health.

## Venue

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

Address: Pacific Place  
Unit 401 - 403, Level 4  
83B Ly Thuong Kiet  
Hanoi  
Socialist Republic of Viet Nam

## Class Size

Maximum 20 participants

## Terms of Award

The Government of Singapore will be responsible for the training fees for the conduct of the course by the trainer/s and all expenses incurred in Singapore.

The Government of Viet Nam will be responsible for local travel arrangements of the participants.

## Application Procedure

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

The nomination list, which should include the email addresses of the participants, should reach the Singapore Embassy in Hanoi not later than **Monday, 28 September 2020**.





## REGISTRATION FORM

<b>Course Title</b>	.....
<b>Full Name</b> (Khai cả dấu Tiếng Việt)	.....
<b>Date of Birth</b>	Date: ..... Month: ..... Year: .....
<b>Sex/Marital Status</b>	Female: <input type="checkbox"/> Male: <input type="checkbox"/> Single: <input type="checkbox"/> Married: <input type="checkbox"/> Divorced: <input type="checkbox"/>
<b>Job Title</b> (Chức vụ hoặc vị trí công tác)	.....
<b>Education</b>	.....
<b>English Level</b>	.....
<b>Date of Employment</b>	.....
<b>Organization</b> (Ghi tên cơ quan hiện đang công tác, ghi rõ Phòng/Ban/Vụ, Bộ trực thuộc bằng cả tiếng Việt và tiếng Anh)	..... ..... .....
Tel (O): ..... Tel (H): ..... Hand-phone: .....	
Email: .....	
Office Address: .....	

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

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

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

