

# ADVANCED ENGLISH LANGUAGE AND COMMUNICATION SKILLS

11 TO 29 SEPTEMBER 2023

Sponsored by the

**MINISTRY OF FOREIGN AFFAIRS, SINGAPORE**

under the framework of the

**INITIATIVE FOR ASEAN INTEGRATION**

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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, Lao PDR, Myanmar and Viet Nam and to support ASEAN integration and community building. To date, Singapore has made four pledges totalling 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. More than 46,000 CLMV government officials have attended our training courses at these centres covering diverse areas outlined in the four IAI Work Plans. The latest IAI Work Plan IV (2021-2025) is structured around the strategic areas of food and agriculture, trade facilitation, MSMEs, education, health and well-being as well as the enabling actions which are aimed at promoting sustainable development, sharing best practices in public policy, governance and regulatory development, improving data collection and analysis capabilities; and strengthening the role of social work to realise a people-oriented, people-centred and inclusive ASEAN Community.

The IAI is in line with the spirit of the Singapore Cooperation Programme (SCP). Established in 1992, the SCP brings together 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 has also benefited from training provided by other countries and international organisations and has increased the range and number of training programmes under its SCP to meet the development needs of developing countries.

## Course Objectives

This course aims to enhance participants' English proficiency to the **Advanced** level. Its syllabus will be designed for participants to obtain specific learning skills and outcomes, that are aligned with the Common European Framework Reference for Languages (CEFR) B2 level in a workplace setting.

By the end of the course, the participants should in general and commensurate with the target level of proficiency (CEFR B2), at their workplace and when interacting with their foreign counterparts, be able to:

- Construct complete sentences/paragraphs, with appropriate parts of speech, verbs and tenses;
- Avoid common grammatical and punctuation-based errors;
- Write free and creative compositions with a knowledge of different business-based text types (written texts);
- Discuss cultural nuances and be able to utilise appropriate business vocabulary;
- Apply practical knowledge and writing skills to functional business writing in a government-based setting;
- Respond to various stimulus-based material (written and oral), through effective listening, reading comprehension, writing and speaking contextual activities; and
- Deliver an effective oral presentation through oral-based [Phonological] training (articulation /expression).

## Methodology

The in-person course will include a variety of training methods comprising elements of synchronous and asynchronous e-learning sessions.

## 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 **11 to 29 September 2023**.

## Participants' Profile

Participants should be:

- Government officials proficient in spoken and written English at the intermediate level;
- Nominated by the government of Viet Nam; and
- In good health.

## Class Size

Minimum 20 participants  
Maximum 30 participants

## Venue

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

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

## Terms of Award

The Government of Singapore will be responsible for the training fees for the conduct of the course by the trainer(s).

## Application Procedure

The National Coordinator 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 August 2023**.



**Vietnam - Singapore Cooperation Centre**

83B Ly Thuong Kiet Str., Pacific Building, 4<sup>th</sup> F - Tel: (84-24) 39460 416; Fax: (84-24) 39460 417;  
E-mail: trungtamvietsing@gmail.com

**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> (CEFR/TOEFL)	.....
<b>Date of Current Employment</b> (ngày bắt đầu công tác tại Bộ chủ quản)	.....
<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: .....	
<b>Have you attended any Singapore Cooperation Programme (SCP) course previously?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
If "Yes", please indicate name of course and course dates: .....	..... .....

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

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

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