

Workshop

Maastricht (NL), 29-30 March 2010

From Project Proposal to Final Report

Formal Writing in English for Public Officials



Description

The workshop will focus on the principles of formal writing in English from formulating project proposals to drafting final reports. Participants will be introduced to the steps to produce official texts which are both easy to read and comprehensive.

The workshop will cover aspects of structuring texts and ordering information as well as the correct use of grammar and style. Apart from trainer input, the practical workshop will comprise group discussions, and small group and individual exercises.

Target Group

Public service employees who have to deal with formal English writing in their daily job (writing proposals, memos, etc.). Participants are requested to hand in examples of documents which they have produced, e.g. proposals, memos, reports, etc., prior to the workshop. Extracts of these texts may serve as a basis for some practical exercises.

Method

Apart from trainer input, the workshop will comprise group discussions, as well as small group and individual exercises.

Objectives

- To explore and discuss features of effective formal letters and project documentation;
- To experience techniques for cooperative and step-by-step writing;
- To learn to avoid common grammar and style mistakes in formal written English;
- To put new insights into practice.

The Seminar will be conducted in English.



Organised by the European Institute of Public Administration (EIPA)

PROVISIONAL PROGRAMME

MONDAY 29 MARCH 2010

09.45 **Registration**

10.00 **Welcome and introduction to the workshop**
Sylvia Archmann, Seconded National Expert,
European Institute of Public Administration,
Maastricht (NL)
*Vera Zegers*¹, Communication and Language
Trainer, Maastricht (NL)

Introduction to formal writing in English

A step-by-step approach to writing official documents

12.30 **Lunch at EIPA restaurant**

13.30 **A step-by-step approach to writing official documents (cont.)**
Organising information effectively:
Writing proposals and memos

15.00 **Coffee / Tea break**

15.30 **Language matters: typical problem areas in formal written English, based on real-life documents provided by the participants**

17.00 **End of day 1**

19.00 **Dinner in Maastricht**

¹ Vera Zegers, PhD, studied Linguistics, Theology and Intercultural Communication in Germany and Finland. Proficient in three languages, she has vast experience in both the theory and practice of spoken and written communication. After having been the Head of the English Department at Maastricht University Language Centre for several years, she is now working as a freelance communication and language trainer.

TUESDAY 30 MARCH 2010

09.30 **Creative writing wake-up activity**

09.40 **Writing texts which are both comprehensive and reader-friendly**

11.00 **Coffee / Tea break**

11.30 **Cooperative writing and feedback techniques**

12.30 **Feedback and closing of the workshop**

13.00 **End of the Workshop**



GENERAL INFORMATION

Programme

The programme will commence on Monday, 29 March at 09.45 and finish on Tuesday, 30 March at 13.00 hrs.

Seminar venue

The seminar will take place at the European Institute of Public Administration (EIPA), O.L. Vrouweplein 22, NL-6211 HE Maastricht, tel.: +31.43.3296.222, fax: +31.43.3296.296.

Working language

The seminar will be conducted in English.

Fee

The participation fee is € 690 and includes participation in the seminar, documentation, one lunch, a dinner and refreshments. Accommodation and travel costs are at the expense of the participants or their administration.

EIPA offers its members a reduction of 10% of the registration fee. This reduction is available to all civil servants working for one of EIPA's member countries (i.e. AT, BE, BG, CY, CZ, DK, EE, FI, FR, DE, GR, HU, IE, IT, LT, LU, MT, NL, PL, PT, ES, SE, UK).

Officials of EU Institutions, bodies and Agencies which have signed a framework contract under LOT 8 are entitled to a 20% discount. This applies to officials coming from the following EU Institutions: European Commission, European Parliament, Committee of the Regions, Council of the European Union, European Economic and Social Committee; and European Agencies: Translation Centre (CDT), European Centre for the Development of Vocational Training (Cedefop), Education, Audiovisual and Culture Executive Agency (EACEA), European Agency for Reconstruction (EAR), European Environment Agency (EEA), European Food Safety Agency (EFSA), European Monitoring Centre for Drugs and Drug Addiction (EMCDDA), European Medicines Agency (EMA), European Railway Agency (ERA), European Training Foundation (ETF), European Union Agency for Fundamental Rights (FRA), Executive Agency for Competitiveness and Innovation (EACI), European Agency for Safety and Health at Work (OSHA). Other EU agencies not listed above may benefit from this discount through DG ADMIN, European Commission.

If you are eligible for a discount, please tick the box in the registration form. Please note that reductions cannot be accumulated. For more information, please visit EIPA's website: www.eipa.eu (FAQ-special discounts).

Hotel reservations

The European Institute of Public Administration will be pleased to make reservations for you at a hotel in Maastricht. We have made a block booking at two hotels in Maastricht: Hotel Beaumont**** (<http://www.beaumont.nl>), at a rate of approx. €101,77 p.p.p.n. (incl. breakfast and tourist tax) and Amrath Grand Hotel de l'Empereur**** (<http://www.amrathhotels.nl/hotel/lempereur/home>), at a rate of approx. € 110,00 p.p.p.n. (incl. breakfast and tourist tax). Should you wish to make use of this possibility, please

indicate the name of the hotel and the dates of arrival and departure on the registration form. Payment is to be made directly and personally to the hotel on checking out. Please note that if you register after the closing date, hotel reservations cannot be guaranteed.

Meals

All meals will be served at the Institute's restaurant. Should you require a special menu (e.g. vegetarian, diabetic), please inform the Programme Organiser so that this can be arranged.

Registration

Kindly complete the registration form and return it before 11 March 2010 to Ms Nancy Vermeulen, Programme Organiser, European Institute of Public Administration, P.O. Box 1229, NL-6201 BE Maastricht, tel.: +31.43.3296.212, fax: +31.43.3296.296, e-mail: n.vermeulen@eipa.eu. You can also submit the online registration form which can be found on EIPA's website: www.eipa.eu. Your name and address will be part of EIPA's database for our mailing purpose only. If you do not wish to be included in our mailing database, please tick the box on the registration form.

Confirmation

Confirmation of registration will be forwarded to participants on receipt of the completed registration form.

Payment

Prior payment is a condition for participation. Please indicate the method of payment on the registration form. In any case, the participant or his/her administration will receive an invoice for the payment of the registration fee. For administrative reasons, there will be a charge of € 150 for cancellations received within 15 days before the activity begins. There is no charge for qualified substitute participants.

Cancellation policy

EIPA reserves the right to cancel the seminar up to two weeks before the starting date. EIPA accepts no responsibility for any costs incurred (travel, hotel, etc.). For EIPA's cancellation policy, please visit our website www.eipa.eu (legal notice).

Should you wish to receive invitations to our seminars electronically, to inform us of any changes in your work or address details, or should you no longer be interested in receiving information from EIPA, please fill in our online update form at <http://www.eipa.eu/en/customer/new/>.

Registration Form

From Project Proposal to Final Report: Formal Writing in English for Public Officials

Surname: Title: M/F
First name:
Current position:
Organisation:
Department:
Work address:
Postal code & town: Country:
Tel. no: Fax no:
E-mail address:

Payment -p:/1022301

The participation fee includes participation in the seminar, documentation, 1 lunch, 1 reception/dinner and beverages **€ 690**

Discount of 10% (Please check first the conditions at www.eipa.eu (FAQ – special discounts)) discount

Method of payment

Bank transfer

The participants or their administration will receive an invoice for the payment of the registration fee.
Invoice address (if different from the abovementioned address):

E-mail:

Credit card

American Express Card Eurocard/Mastercard Visa Card

Card no.: Expiry date: /

Name Card holder: (in case this differs from above)

Address Card holder: (in case this differs from above)

Postal code: Country: (in case this differs from above)

Card Validation Code: (the last three digits on the BACK of your card)

(Exempt from VAT by virtue of Article 11, para. 1 (o), subpara. 2 of the Dutch Law on VAT of 1968)

HOTEL RESERVATION

Please reserve hotel accommodation for me at: Hotel Beaumont Amrath Hotel de l'Empereur

Date of arrival: Date of departure: No. of nights:

No hotel reservation required.

MEALS

Lunch day 1: will attend will not attend

Dinner day 1: will attend will not attend

Vegetarian: yes no Fish allowed: yes no Other dietary requirements:

As the number of places is limited, please return the completed registration form before 11 March 2010 to:

Ms Nancy Vermeulen, European Institute of Public Administration, O.L. Vrouweplein 22, P.O. Box 1229,
NL-6201 Maastricht. Tel.: +31 43 3296 212; Fax: +31 43 3296 296; E-mail: n.vermeulen@eipa.eu



Your name and address will be part of EIPA's database for our mailing purpose only.
Please tick if you do not want to be included in our mailing database.