

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

Maastricht (NL), 9-10 September 2010



European Institute of Public Administration
Institut européen d'administration publique



Introduction

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 producing 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

Trainer input, group discussions, and practical small-group and individual exercises.

Objectives

- To explore and discuss features of effective 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 immediately.

The Workshop will be conducted in English.

Programme

THURSDAY 9 SEPTEMBER 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, Communication and Language
Trainer, Maastricht (NL)*
- Introduction to formal writing in English
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

FRIDAY 10 SEPTEMBER 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**

** 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.*



General Information

Programme

The programme will commence on Thursday, 9 September at 09.45 hrs and finish on Friday, 10 September 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).

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 €101,85 p.p.p.n. (incl. breakfast and tourist tax) and Townhouse Hotel Maastricht (<http://www.townhousehotels.nl/>), at a rate of € 82,35 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 25 August 2010 to Ms Nicolette Brouwers, 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.brouwers@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

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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:\ 1022302

The participation fee includes participation in the seminar, documentation, one lunches, a dinner and beverages **€ 690**

Discount (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):

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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 Townhouse Hotel Maastricht

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 Fish allowed: yes no Other dietary requirements:

As the number of seats is limited, please return the completed registration form before 25 August 2010 to:

Ms Nicolette Brouwers, European Institute of Public Administration, P.O. Box 1229, NL-6201 BE Maastricht,
tel.: +31.43.3296 245, fax: +31.43.3296 296, e-mail: n.brouwers@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.