

**BỘ GIÁO DỤC VÀ ĐÀO TẠO
TRƯỜNG ĐẠI HỌC DÂN LẬP HẢI PHÒNG**



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KHÓA LUẬN TỐT NGHIỆP

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**HAIPHONG PRIVATE UNIVERSITY
FOREIGN LANGUAGES DEPARTMENT**

GRADUATION PAPER

**A STUDY ON THE TRANSLATION OF ENGLISH
IMPORTANT DIPLOMATIC TERMS IN
DIPLOMACY DOCUMENTS**

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**Class:
NA1004**

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HAI PHONG – 2010

**BỘ GIÁO DỤC VÀ ĐÀO TẠO
TRƯỜNG ĐẠI HỌC DÂN LẬP HẢI PHÒNG**

Nhiệm vụ đề tài tốt nghiệp

Sinh viên: Mã số:.....

Lớp: Ngành:.....

Tên đề tài:

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Nhiệm vụ đề tài

1. Nội dung và các yêu cầu cần giải quyết trong nhiệm vụ đề tài tốt nghiệp (về lý luận, thực tiễn, các số liệu cần tính toán và các bản vẽ).

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2. Các số liệu cần thiết để thiết kế, tính toán.

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3. Địa điểm thực tập tốt nghiệp.

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CÁN BỘ HƯỚNG DẪN ĐỀ TÀI

Người hướng dẫn thứ nhất:

Họ và tên:.....

Học hàm, học vị:.....

Cơ quan công tác:.....

Nội dung hướng dẫn:.....

Người hướng dẫn thứ hai:

Họ và tên:.....

Học hàm, học vị:.....

Cơ quan công tác:.....

Nội dung hướng dẫn:.....

Đề tài tốt nghiệp được giao ngày 12 tháng 04 năm 2010

Yêu cầu phải hoàn thành xong trước ngày 10 tháng 07 năm 2010

Đã nhận nhiệm vụ ĐTTN

Sinh viên

Đã giao nhiệm vụ ĐTTN

Người hướng dẫn

Hải Phòng, ngày tháng năm 2010

HIỆU TRƯỞNG

GS.TS.NGŨT *Trần Hữu Nghị*

PHẦN NHẬN XÉT TÓM TẮT CỦA CÁN BỘ HƯỚNG DẪN

1. Tinh thần thái độ của sinh viên trong quá trình làm đề tài tốt nghiệp:

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2. Đánh giá chất lượng của khóa luận (so với nội dung yêu cầu đã đề ra trong nhiệm vụ Đ.T. T.N trên các mặt lý luận, thực tiễn, tính toán số liệu...):

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3. Cho điểm của cán bộ hướng dẫn (ghi bằng cả số và chữ):

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Hải Phòng, ngày tháng năm 2010

Cán bộ hướng dẫn

(họ tên và chữ ký)

NHẬN XÉT ĐÁNH GIÁ
CỦA NGƯỜI CHĂM PHẢN BIỆN ĐỀ TÀI TỐT NGHIỆP

1. Đánh giá chất lượng đề tài tốt nghiệp về các mặt thu thập và phân tích tài liệu, số liệu ban đầu, giá trị lí luận và thực tiễn của đề tài.

2. Cho điểm của người chấm phản biện :
(Điểm ghi bằng số và chữ)

Ngày..... tháng..... năm 2010

Người chấm phản biện

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PART I: INTRODUCTION

1. Rationale

At the dawn of human kind, when Nations and their States have not been established yet, Diplomacy had appeared inspire of not having particular features of modern one. Actually, according to the simple concept, Diplomacy can also known as “*Public communication*”. In order to exchange and transfer goods, each ancient tribe has to negotiate with others, so this action can be considered as “*diplomatic tasks*”. Nowadays, Diplomacy plays a more and more important role in social life, it’s not only the special task of one nation, but also all over the world, Diplomacy can be the main factor deciding the survival of each nation.

Understanding the role of Diplomacy, all nations worldwide always concern with it, try their best to complete diplomatic tasks successfully. Thanks to a good diplomatic branch, Vietnam had a more and more important position in the world, constantly enhancing, contributing so much to international Organizations and Forums.

In the period of training during the past, when working at Hai Phong Department of foreign Affairs, I had chance of contacting and completing any diplomatic tasks, so I felt that diplomacy really is an attracting field, and want to become a professional diplomat in the future. In order to have more knowledge and experiences on aspect of diplomacy, I decided to choose this topic to study on, which can be useful for my future career.

2. Scope of the Study

Because of timeframe’s limitation and my narrow knowledge, in this research, I can only introduce some popular important diplomatic terms, and accepted by the general diplomacy rules.

I hope that my research may be the necessary reference for teachers and students of foreign language Department, as well as people who are also interested in diplomatic aspects.

3. Method of the Study

The main methods of this study:

- Contrastive and comparative analysis on English diplomatic terms
- Diplomatic term collection
- Discussion
- Consulting with the supervisor and people working in Diplomatic field.

4. Aims

- Stating the concepts Diplomacy.
- Explaining the importance of Diplomacy in reality.
- Introducing & analyzing the important diplomatic terms and the ways to use them effectively.

5. Design of the Study

The research has 3 parts:

- Part I is the introduction, after that Rationale, scopes, methods, aims, and organization of the study will be displayed.
- Part II is the development

Chapter 1: Definition

- Translation
- ESP in translation
- Diplomacy
- Concept of Terms in general

Chapter 2: Introduce English diplomatic terms

- Classifying diplomatic terms, and finding their Vietnamese equivalence

Chapter 3: Difficulties and Recommendations for translating the Terms.

- Part III Conclusion – stating the whole summary of the study

PART II : DEVELOPMENT

CHAPTER I: THEORETICAL BACKGROUND

1. TRANSLATION.

1.1. Definitions

- **Translation** “is the process of changing something that is written or spoken into another language”.

(Advanced Oxford Dictionary)

- **Translation**” is the transformation of a text originally in one language into an equivalent in the content of the message and the formal features and the roles of the original”.

(Bell,1991)

- **Translation** “is a text with qualities of equivalence to a prior text in another language, such that the new text is taken as a substitute for the original”.

(David Frank - Wordpress.com)

- **Translation** is rendering the meaning of a text into another language in the way that author intended the text

(Newmark - 1988)

- **Translation** consists of reproducing in the receptor language the closest natural equivalent of the source language message, first in terms of meaning and secondly in terms of style

(Nida – 1984:83)

- **Translation** is a bilingual mediated process of communication which ordinarily aims at the production of a target language text that is functionally equivalent to a source language text

(Reiss, 1971:161)

- **Translation** is the replacement of text material of this language (source language) with text material of another (target language).

(Cartford, 1965 : 20)

- **Translation** is the process of finding a Target language equivalent for a Source language utterance.

(Pinhhuck, 1977 : 38)

- **Translation** is a transfer process, which aims at the transformation of a written SL text into an optimally equivalent TL text, and which requires the syntactic, the semantic and the pragmatic understanding and analytical processing of the SL.

(Wilss, 1982: 3)

In general, the goal of translation is to establish a relation of equivalence of intent between the source and target texts (that is to say, to ensure that both texts communicate the same message), while taking into account a number of constraints. These constraints include context, the rules of grammar of both languages, their writing conventions, their idioms, and the like.

1.2. Types of Translation

There are 8 types of translation as below:

1.2.1. Word For Word Translation: The source language word order is preserved and the words translated by their most common meanings. Cultural words are translated literally. The main use of this type of translation is either to understand the mechanics of the source language or to construe a difficult text as pre-translation process.

Eg: *He is a big liar - Anh ta là một lớn nói dối*

1.2.2. Literal Translation: The source language grammatical constructions are converted to their nearest target language equivalents but the lexical items are again translated out of context. As a pre-translation process, it indicates problems to be solved.

Eg: *He is a big liar - Anh ta là một kẻ nói dối lớn*

1.2.3. Faithful Translation: It attempts to reproduce the precise contextual meaning of the original within the constraints of the target language grammatical structures. It transfers cultural words and preserves the degree of grammatical and lexical deviation from source language norms. It attempts to be completely faithful to the intentions and the text-realisation of the source language writer.

Eg: *He is as slow as tortoise - Anh ấy chậm như một con rùa*

1.2.4. Semantic Translation: It differs from faithful translation only in as far as it must take more account of the aesthetic value of the source language text, compromising on meaning where appropriate so that no assonance, word play or repetition jars in the finished version. It does not rely on cultural equivalence and makes very small concessions to the readership. While 'faithful' translation is dogmatic, semantic translation is more flexible.

Eg: *The ends justify the means - Mạnh vì gạo, bạo vì tiền*

1.2.5. Communicative Translation: It attempts to render the exact contextual meaning of the original in such a way that both language and content are readily acceptable and comprehensible to the readership.

Eg: *Hello, hello? - Xin chào, có ai ở nhà không?*

1.2.6. Idiomatic Translation: It reproduces the message of the original but tends to distort nuances of meaning by preferring colloquialisms and idioms.

Eg: *The peasant's hard life - Đời sống chân lấm tay bùn*

1.2.7. Adaptive Translation : This is the freest form of translation mainly used for plays and poetry: themes/ characters/ plots preserved, source language culture converted to target language culture & text is rewritten.

Eg: *Screw the fate that makes you share a man. One cuddles under cotton blankets; the other's cold*

Chém cha cái kiếp lấy chồng chung. Kẻ đắp chăn bông kẻ lạnh lùng

(Lấy chồng chung – thơ Hồ Xuân Hương)

1.2.8. Free Translation: It reproduces the matter without the manner, or the content without the form of the original. Usually it is a paraphrase much longer than the original.

Eg: *Business is business - Công việc là công việc, tình cảm là tình cảm, không lẫn lộn được*

1.3. Types of Equivalences

Mona Baker explores the notion of equivalence at different levels, in relation to the translation process, including all different aspects of translation and hence putting together the linguistic and the communicative approach.

1.3.1. Equivalence: that can appear at word level and above word level, when translating from one language into another. Baker acknowledges that, in a bottom-up approach to translation, equivalence at word level is the first element to be taken into consideration by the translator. In fact, when the translator starts analyzing the source text s/he looks at the words as single units in order to find a direct 'equivalent' term in the target language. Baker gives a definition of the term word since it should be remembered that a single word can sometimes be assigned different meanings in different languages and might be regarded as being a more complex unit or morpheme. This means that the translator should pay attention to a number of factors when considering a single word, such as number, gender and tense.

1.3.2. Grammatical equivalence: when referring to the diversity of grammatical categories across languages. She notes that grammatical rules may vary across languages and this may pose some problems in terms of finding a direct correspondence in the target language. In fact, she claims that different grammatical structures in the source language and target language may cause remarkable changes in the way the information or message is carried across. These changes may induce the translator either to add or to omit information in the target text because of the lack of particular grammatical devices in the target language itself. Amongst these grammatical devices which might cause problems in translation Baker focuses *on number, tense and aspects, voice, person and gender*.

1.3.3. Textual equivalence: when referring to the equivalence between a source language text and a target language text in terms of information and cohesion. Texture is a very important feature in translation since it provides useful guidelines for the comprehension and analysis of the source text which can help the translator in his or her attempt to produce a cohesive and coherent text for the target culture audience in a specific context. It is up to the translator to decide whether or not to maintain the cohesive ties as well as the coherence of the source language text. His or her decision will be guided by three main factors, that is, *the target audience, the purpose of the translation* and the *text type*.

1.3.4. Pragmatic equivalence: when referring to implicatures and strategies of avoidance during the translation process. Implicature is not about what is explicitly said but what is implied. Therefore, the translator needs to work out implied meanings in translation in order to get the source text message across. The role of the translator is to recreate the author's intention in another culture in such a way that enables the target culture reader to understand it clearly.

2. ESP IN TRANSLATION

2.1. Concepts of ESP

➤ ESP stands for English for Specific Purpose. It is defined in the other ways. Some people described ESP as simply being the teaching of English for any purpose that could be specified. Others, however, were more precise, describing it as the teaching of English used in academic studies or the teaching of English for vocational or professional purposes.

➤ Tony Dudley-Evans (1997), co-editor of the ESP Journal gives an extended definition of ESP in terms of '*absolute*' and '*variable*' characteristics.

According to Dudley-Evans (1997), we can understand ESP:

Absolute Characteristics

- ❖ ESP is defined to meet specific needs of the learners
- ❖ ESP makes use of underlying methodology and activities of the discipline it serves.
- ❖ ESP is centered on the language appropriate to these activities in terms of grammar, lexis, register, study skills, discourse and genre.

Variable Characteristics

- ❖ ESP may be related to or designed for specific disciplines
- ❖ ESP may use, in specific teaching situations, a different methodology from that of General English
- ❖ ESP is likely to be designed for adult learners, either at a tertiary level institution or in a professional work situation. It could, however, be for learners at secondary school level
- ❖ ESP is generally designed for intermediate or advanced students.
- ❖ Most ESP courses assume some basic knowledge of the language systems

2.2. Types of ESP

David Carter (1983) identifies three types of ESP:

2.2.1. English as a restricted language

The language used by air traffic controllers or by waiters are examples of English as a restricted language. Mackay and Mountford (1978) clearly illustrate the difference between restricted language and language with this statement: "... the language of international air-traffic control could be regarded as 'special', in the sense that the repertoire required by the controller is strictly limited and can be accurately determined situationally, as might be the linguistic needs of a dining-room waiter or air-hostess. However, such restricted repertoires are not languages, just as a tourist phrase book is not grammar. Knowing a restricted 'language' would not allow the speaker to communicate effectively in novel situation, or in contexts outside the vocational environment.

2.2.2. English for Academic and Occupational Purposes

The second type of ESP identified by Carter (1983) is English for Academic and Occupational Purposes. In the 'Tree of ELT' (Hutchinson & Waters, 1987), ESP is broken down into three branches:

- a) English for Science and Technology (EST)
- b) English for Business and Economics (EBE)
- c) English for Social Studies (ESS)

Each of these subject areas is further divided into two branches:

- + English for Academic Purposes (EAP)
- + English for Occupational Purposes(EOP).

An example of EOP for the EST branch is 'English for Technicians' whereas an example of EAP for the EST branch is 'English for Medical Studies'.

2.2.3. English with specific topics.

The third and final type of ESP identified by Carter (1983) is English with specific topics. Carter notes that it is only here where emphasis shifts from purpose to topic. This type of ESP is uniquely concerned with anticipated future English needs of, for example, scientists requiring English for postgraduate reading studies, attending conferences or working in foreign institutions.

According to the types of ESP above, **DIPLOMACY** belongs to English for Social Studies (ESS).

3. **DIPLOMACY**

3.1. **Definition**

Diplomacy is the art and practice of conducting negotiations between representatives of groups or states. It usually refers to international diplomacy, the conduct of international relations through the intercession of professional diplomats with regard to issues of peace-making, trade, war, economics, culture, environment and human rights. International treaties are usually negotiated by diplomats prior to endorsement by national politicians. In an informal or social sense, diplomacy is the employment of tact to gain strategic advantage or to find mutually acceptable solutions to a common challenge, one set of tools being the phrasing of statements in a non-confrontational, or polite manner.

(en.wikipedia.org/wiki/)

- **Diplomacy** is the art and practice of conducting negotiations between representatives of groups or nations. In an informal or social sense, diplomacy is the employment of tact to gain strategic advantage, one set of tools being the phrasing of statements in a non-confrontational, or social manner.

(en.wikiquote.org/wiki/Diplomac)

- **Diplomacy** is the art of convincing other people that you are right and they are wrong. This is usually done using several methods such as bribery, bullying and political espionage.

(Uncyclopedia)

- **Diplomacy** “the art of restraining power”.

(Henry Kissinger, Diplomacy book, 1994)

- **Diplomacy** is “more than saying or doing the right things at the right time, it is avoiding saying or doing the wrong things at any time”.

(Bo Bennett)

- **Diplomacy** “means the art of nearly deceiving all your friends, but not quite deceiving all your enemies”.

(Kofi Busia)

- **Diplomacy** “is the ability to tell someone to go to hell, and then enjoying the trip”

(Albert Einstein)

- **Diplomacy** “is to do and say
The nastiest things in the nicest way”

(Isaac Goldberg, The Reflex)

Diplomacy refers to the ability or skill to negotiate. Negotiate between groups but is applied more exactly to negotiations on the international scene between nations or groups of nations.

3.2. Language in diplomacy

“When the United Kingdom became a colonial power, English served as the lingua franca of the colonies of the British Empire. In the post-colonial period, some of the newly created nations, who had multiple indigenous languages, opted to continue using English as the lingua franca to avoid the political difficulties inherent in promoting any one indigenous language above the others. The British Empire established the use of English in regions around the world such as North America, India, Africa, Australia and New Zealand that by the late nineteenth century its reach was truly global, and in the latter half of the 20th century, widespread international use of English was much reinforced by the global economic, financial, scientific, military, and cultural preeminence of the English-speaking countries and especially the US. Today all of the world's major scientific journals are published in English, which is definitive evidence that English is the lingua franca of science and technology. English is also the lingua franca of international Air Traffic Control communications”.

(http://en.wikipedia.org/wiki/Lingua_franca)

Therefore, we recognized that English was the official language in Diplomacy in the world; all of document translating activities in diplomacy will use English, and the same for interpreting. Diplomacy Branch of each nation must obey the rule for its diplomatic activities.

3.3. Some important types of diplomacy documents

1. Diplomatic Notes: is one kind of official diplomatic Documents (most important), popularly used in diplomatic activities. There are two types: Personal Notes (công hàm cá nhân), also called “official letter” consisting of signature, and Agency notes (công hàm cơ quan), written in third person singular, without signature, and at the bottom of it must have the seal of Ministry of Foreign Affairs, or Diplomatic Representations, or Consular. Agency Notes is often composed due to a general rule showing the courtesy of diplomatic text

style. In fact, we can use the transferring of diplomatic Notes as one kind of international treaties, and should be typed in the available title paper.

2. Invitation Letter: is one kind of official diplomatic Documents, used to send invitations from sender to receiver. At highest level, it can be used to invite representatives of any Nations, such as heads of State, politicians, diplomats .At other levels, it also can be used to invite anyone to take part in international organizations, forums, or anniversaries of Nations, cities,...such as independence or liberation day. Language used in this document type must be solemn, and funny, which shows the sincere heart of receiver. In fact, The response of receiver depend so much on composing way of sender.

3. Telegram of Greeting, and Condolence: Telegram of Greeting is used to show the joy of sender with achievements as well as good information of receiver, such as independence, liberation day, inauguration, or gaining on aspects of economy and society. Language in this document type must be sincere, funny, close, which can convey emotion of sender. If properly used, Telegram of greeting will bring lots of virtues, making relationship between two sides tighter.

On the contrary, Telegram of Condolence shows the sorrow of sender, because of receiver's bad information, such as the dead of important person of Nation, natural disaster, war, persecution, etc Language in this document type must be sincere, close, and sympathized, which can convey emotion of sender. Being similar to Telegram of greeting, if properly used, it also brings great effectiveness's to sender, making the relationship between them closer.

4. TERM AND ITS CONCEPTS

4.1. Term (language) or terminology, a noun or compound word used in a specific context meaning.

4.2. Term (computers) or terminal emulator, a program that emulates a video terminal.

4.3. Term (architecture) or terminal form, a human head and bust that continues as a square tapering pillar-like form.

4.4. Technical term, part of the specialized vocabulary of a particular field.

(<http://en.wikipedia.org/wiki/Term>)

From the concepts above, **Diplomatic Term** belongs to Technical term, part of the specialized vocabulary of a particular field.

CHAPTER II: TERMS IN DIPLOMACY DOCUMENTS

1. TYPES OF DIPLOMACY TERMS AND THEIR VIETNAMESE EQUIVALENCES

1.1. Compound words

❖ **Ambassador Extraordinary and Plenipotentiary**

The chief of a diplomatic mission; the ranking official diplomatic representative of his country to the country to which he is accredited, and the personal representative of his own head of state to the head of state of the host country. The term "extraordinary" has no real meaning. Years ago it was given only to nonresident ambassadors on temporary missions and was used to distinguish them from regular resident ambassadors. The latter resented others having this appellation, as it seemed to imply a lesser position for themselves. Eventually therefore, it was accorded to them as well. "Plenipotentiary" also comes down through the years. Today it simply means possessed of full power to do an ambassador's normal job. Ambassador is capitalized when referring to a specific person (i.e. Ambassador Smith).

In Vietnamese: Đại sứ đặc mệnh toàn quyền

❖ **Ambassador-Designate**

An official who has been named to be an ambassador, but who has not yet taken his oath of office.

In Vietnamese: Đại sứ chỉ định

❖ **Breaking Relations**

The formal act of severing diplomatic relations with another state to underscore disapproval of its actions or policies. It is generally an unwise step,

because when relations between states are most strained is when the maintaining of diplomatic relations is most important. It makes little sense to keep diplomats on the scene when things are going relatively well and then take them away when they are most needed. An intermediate step which indicates serious displeasure but stops short of an actual diplomatic break is for a government to recall its ambassador indefinitely. This is preferable to a break in relations as his embassy will continue to function; but again this comes under the heading of cutting one's nose to spite one's face. If a dramatic gesture of this kind is needed, it is far better promptly and publicly to recall an ambassador for consultations, and then just as promptly return him to his post.

In Vietnamese: Chấm dứt, cắt đứt, đổ vỡ mối quan hệ

❖ **Chief of Mission**

The ranking officer in an embassy, permanent mission, legation, consulate general or consulate (i.e. an ambassador always, and a minister, consul general, or consul when no more senior officer is assigned to the post). A "chief of mission" can also be the head of a special and temporary diplomatic mission, but the term is usually reserved for the earlier listed examples.

In Vietnamese: Trưởng phái đoàn Ngoại giao

❖ **Consular Agent**

An official doing consular work for a nation in a locality where it does not maintain a regular consulate. This official is usually a national of his host state, and his work is usually part-time.

In Vietnamese: Đại diện lãnh sự

❖ **Consulate General**

A bigger and more important consulate, presided over by a consul-general.

In Vietnamese: Tổng lãnh sự quán

❖ **Counselor of Embassy**

A senior diplomatic title ranking just behind an ambassador and a minister. In many embassies there is no minister, and the counselor is the number two man, i.e., the deputy chief of mission. (In a very small embassy, the second may not have this rank). In a large embassy, the second ranking officer may be a minister, or minister-counselor, in which case the heads of the more important sections have counselor rank. Thus, for example, the embassy's political counselor, economic counselor, an administrative counselor are well-known and much-respected positions in diplomatic life.

In Vietnamese: Tham tán Đại sứ quán

❖ **Country Desk**

State departments and foreign offices generally have an office for each country with which they have active dealings. These offices are often called country desks, and if a large country is involved and there is a large embassy to support there, the desk is likely to be staffed by a large number of officers. A smaller country may require a one-officer desk only.

In Vietnamese: Văn phòng hợp tác Ngoại giao

❖ **Country Team**

An American diplomatic term meaning the ambassador's cabinet. It consists of his deputy chief of mission, heads of all important embassy sections, and the chiefs of all other elements (military, agricultural, aid, information, and cultural, etc.) working under him in the "embassy community".

In Vietnamese: Nhóm quan trực nhà nước (Về vấn đề Ngoại giao)

❖ **Diplomatic Agent**

A generic term denoting a person who carries out regular diplomatic relations of the nation he/she represents in the nation to which he/she has been accredited.

In Vietnamese: Đại diện ngoại giao

❖ **Diplomatic Corps**

The body of foreign diplomats assembled at a nation's capital. In cities where consuls and consul general are resident, they are collectively known as the consular corps. The dean of both corps is usually that official who had been at his post the longest. There are exceptions to this later rule, however. For example, in some Catholic countries, the papal nuncio is always the dean. The dean represents the corps in collective dealings with host country officials on matters of a ceremonial or administrative character affecting the corps as a whole.

In Vietnamese: Ngoại giao đoàn

❖ **Diplomatic Illness**

The practice of feigning illness to avoid participation in a diplomatic event of one kind or another and at the same time to avoid giving formal offense.

"Diplomatic deafness" is a somewhat related concept whereby older diplomats allegedly turn this infirmity to advantage by not hearing what they prefer not to hear.

In Vietnamese: Rút lui ngoại giao

❖ **Diplomatic Immunity**

Exemption of foreign diplomatic agents or representatives from local jurisdiction. Also see Diplomatic Immunity.

In Vietnamese: Miễn trừ, bãi miễn Ngoại giao

❖ **Diplomatic Note**

A formal written means of communication among embassies.

In Vietnamese: Công hàm Ngoại giao

❖ **Diplomatic Privileges and Immunities**

Historically accorded in recognition that the diplomat represents (and is responsible to) a different sovereignty; also in order that the legitimate pursuit of his official duties will not be impeded in any unnecessary way. They include inviolability of person and premises and exemption from taxation and the civil and criminal jurisdiction of local courts. Also see Diplomatic Immunity.

In Vietnamese: Quyền ưu đãi và miễn trừ Ngoại giao

❖ **Dual Accreditation**

Having two or more responsibilities, such as an ambassador who is simultaneously accredited to two nations.

In Vietnamese: Người đại sứ được công nhận tại hai quốc gia khác nhau (ví dụ: Vị Đại sứ do nước Mỹ cử, ông ta vừa được công nhận là Đại sứ ở Việt Nam, vừa là Đại sứ ở Trung Quốc)

❖ **Economic Officer**

A career diplomat who specialized in economics rather than political, administrative, or other matters.

In Vietnamese: Giới chức Kinh tế Ngoại giao

❖ **Exchange of Notes**

A common way of recording an agreement. The contents of the notes are, of course, agreed upon in advance by the two nations participating in the exchange.

In Vietnamese: Trao đổi công hàm

❖ **Final Act (Acte Final)**

A formal summary statement, drawn up at the conclusion of a conference.

In Vietnamese: Đính ước Ngoại giao

❖ **Foggy Bottom**

The name given to a once marsh like area near Washington's Potomac River, and now somewhat irreverently bequeathed to the U.S. Department of State, one of that area's best-known modern occupants.

In Vietnamese: Cách gọi khác của Bộ Ngoại giao Hoa Kỳ

❖ **Foreign Affairs Community**

An American government term used to denote the State Department and other government departments and agencies (Defense, Commerce, Agriculture, Treasury, U.S. Information Agency, the Central Intelligence Agency, the Agency for International Development, etc.) which have special interests and responsibilities in the foreign affairs field.

In Vietnamese: Cộng đồng Ngoại giao (Hoa Kỳ)

❖ **Full Powers**

A document which authorizes a diplomat to conduct and consummate special business on behalf of his government, such as the settlement of a dispute or the negotiation and signing of a treaty. Before signing a treaty, a diplomat is obligated to show his full-powers document to the other parties involved.

In Vietnamese: Toàn quyền

❖ **Good Offices**

An effort by a third state, or by an individual or an international body, designed to stimulate the processes of settlement in a dispute between two other states.

In Vietnamese: Trung gian Ngoại giao

❖ **High Commission**

A diplomatic mission of one Commonwealth country in another. For example, Canada has a High Commission in Canberra, Australia.

In Vietnamese: Cao ủy

❖ **High Commissioner**

The chief of a high commission. Similar to what an ambassador is to an embassy.

In Vietnamese: Trưởng Cao ủy

❖ **Letters of Credence**

Has the same definition of Credentials

In Vietnamese: Ủy nhiệm thư, Quốc thư

❖ **Letters of intend**

Used to express a wish to do something.

In Vietnamese: Thư ngõ

❖ **Letters of Recall**

Also presented by a new ambassador, along with his letter of credence, to the chief of state of his host country during his credentials-presentation ceremony. It is the official document which formally recalls his predecessor.

In Vietnamese: Thư triệu hồi

❖ **Minister, Minister-Counselor**

Apart from its cabinet-officer connotation (i.e. "foreign minister"), a minister has traditionally been a chief of diplomatic mission who headed a legation rather than an embassy. As so few legations are left, the title is now borrowed more and more to designate the second-ranking officer of a large embassy. It has, therefore, come increasingly to mean the senior counselor under the ambassador. To avoid confusion with the old connotation, the United States

and a number of governments designate these senior deputy chiefs of mission by the hyphenated title "minister-counselor".

In Vietnamese: Tham tán Công sứ

❖ **Seventh Floor**

Shorthand for the most senior leadership of the U.S. State Department. It is where the offices of the Secretary of State and his most senior aides are located.

In Vietnamese: Một nơi có vị trí đặc biệt quan trọng, ở đó có các nhà lãnh đạo cấp cao trong cơ quan Ngoại giao(Hoa Kỳ)

❖ **Short-Timer**

A diplomat whose assignment at a foreign post is nearing its close. A phrase borrowed from the military.

In Vietnamese: Chuyên gia Ngoại giao ngắn hạn (thời gian nhiệm vụ không kéo dài)

❖ **Sixth Floor**

Where many of the U.S. State Department's regional and other assistant secretaries have their offices. Shorthand for the assistant secretary level of the department's leadership.

In Vietnamese: Cơ quan hỗ trợ Ngoại giao(Hoa Kỳ)

❖ **Unfriendly Act**

A term used when one government wishes to tell another that an action the latter has taken is regarded as so serious that it might lead to a military action against it. An action which risks war.

In Vietnamese: Một đạo luật, một hành động Ngoại giao không than thiện

❖ **Vice Consul**

A junior ranking consular officer.

In Vietnamese: Phó Lãnh sự

1.2. Single Words

❖ **Accession**

The procedure by which a nation becomes a party to an agreement already in force between other nations :

In Vietnamese: Việc gia nhập một tổ chức nào đó

❖ **Accords**

International agreements originally thought to be for lesser subjects than covered by treaties , but now really treaties by a different name.

In Vietnamese: Sự đồng thuận

❖ **Ambadress**

A term often used to denote the wife of an ambassador, and misused to denote a woman chief of mission. The latter is an ambassador, not an ambadress.

In Vietnamese: Nữ Đại sứ, Phu nhân Đại sứ

❖ **Asylum**

Used in diplomacy to mean the giving of refuge in two senses: first, within the extraterritorial grounds of an embassy (not generally done in American embassies); and second, when one states allows someone to live within its

borders, out of reach of the authority of a second state from which the person seeks protection.

In Vietnamese: Tị nạn

❖ **Bag** (*diplomatic bag*)

Also known as a diplomatic pouch, is an envelope, parcel, shipping container or any other kind of receptacle used by diplomatic missions.

In Vietnamese: Túi Ngoại giao

❖ **Belligerency**

A state of belligerency is a state of armed conflict. Belligerents are direct participants in the conflict.

In Vietnamese: Tình trạng giao chiến, giao tranh quân sự

❖ **Bilateral**

Bilateral discussions or negotiations are between a state and one other. A bilateral treaty is between one state and one other. "Multilateral" is used when more than two states are involved.

In Vietnamese: Song Phương

❖ **Chancelleries**

As in "chancelleries of Europe," i.e. foreign offices.

In Vietnamese: Văn phòng Lãnh sự, văn phòng Đại sứ (Hoặc phủ thủ tướng của 2 nước Áo và Đức)

❖ **Chancery**

The office where the chief of mission and his staff work. This office is often called the embassy but this is a misnomer. Technically, the embassy is where the ambassador lives, not where he works, although in earlier times when diplomatic missions were smaller, this was usually the same building. Today, for clarity's sake, many diplomats now distinguish between the two by using the terms "embassy residence" and "embassy office".

In Vietnamese: Nơi làm việc của người Đại sứ cùng các nhân viên Ngoại giao, hiện nay “embassy” dùng phổ biến hơn, và nó dùng để chỉ chung cho toàn bộ một cơ quan Ngoại giao

❖ **Chancery, Head of**

An important position in British embassies not found in American diplomatic establishments. An officer, usually head of the political section, charged with coordinating the substantive and administrative performance of the embassy. In an American embassy, the ambassador looks to the deputy chief of mission to do this.

In Vietnamese: Quan chức Ngoại giao

❖ **Clearances**

A message or other document conveying a policy or an instruction is "cleared" in a foreign office, or large embassy, when all officials who have responsibility for any of its specific aspects have signified their approval by initialing it. Some officers gain a reputation for insisting on changing, even if only in minor ways, everything that is placed before them – and it is occasionally alleged they would do so even if it were in the Ten Commandments being presented to them. Conversely, others are occasionally so casual that their clearance seems to mean only that the document in question does not appear to take away any of their jurisdiction. A clearance procedure in some form is

essential for adequate coordination, but when overdone (as it often is), it can be a stifling, time-consuming process, and a bane of diplomatic life.

In Vietnamese: Cho phép thực hiện (theo luật pháp nước sở tại)

❖ **Conciliation**

An effort to achieve agreement and, hopefully, increased goodwill between two opposed parties.

In Vietnamese: Sự hòa giải

❖ **Concordat**

A treaty to which the Pope is a party.

In Vietnamese: Giáo ước (điều ước ký giữa giáo hoàng và chính phủ một nước)

❖ **Consulate**

An office established by one state in an important city of another state for the purpose of supporting and protecting its citizens traveling or residing there. In addition, these offices are charged with performing other important administrative duties such as issuing visas (where this is required) to host country nationals wishing to travel to the country the consulate represents. All consulates, whether located in the capital city or in other communities, are administratively under the ambassador and the embassy. In addition to carrying out their consular duties, they often serve as branch offices for the embassy, supporting, for example, the latter's political and economic responsibilities. Consulates are expected to play a particularly significant role in connection with the promotion of their own country's exports and other commercial activities.

Officers performing consular duties are known as consuls or, if more junior, vice consuls. The chief of the consulate is known as the consul.

In Vietnamese: Lãnh sự quán

❖ **Consul, Honorary**

A host-country national appointed by a foreign state to perform limited consular functions in a locality where the appointing state has no other consular representation.

In Vietnamese: Đại diện danh dự

❖ **Convention**

An agreement between two or more states, often more, concerning matters of common interest. While supposedly used for lesser matters than embraced in a treaty, it often deals with important subjects indeed – international postal and copyright laws, for example, or the law of the sea.

In Vietnamese: Công ước

❖ **Credentials (Letters of Credence)**

The name for letters given to an ambassador by his chief of state, and addressed to the chief of state of his host country. They are delivered to the latter by ambassadors in a formal credentials ceremony, which generally takes place shortly after his arrival at a new post. Until this ceremony has taken place he is not formally recognized by the host country, and he cannot officially act as an ambassador. The letters are termed "letters of credence" because they request the receiving chief of state to give "full credence" to what the ambassador will say on behalf of his government.

In Vietnamese: Ủy nhiệm thư, Quốc thư

❖ **Declaration**

This can have two quite distinct meanings in diplomacy. It can first, of course, mean a unilateral statement by one state, ranging from an expression of opinion or policy to a declaration of war. It can also mean a joint statement by two or more states having the same binding effect as a treaty. In this latter connection declarations can be put forward either in their own right or appended to a treaty as an added understanding or interpretation.

In Vietnamese: Gồm 2 nghĩa, tuyên bố chung, hoặc đơn phương

❖ **Delegation**

Again used in two senses in diplomacy. "Delegation" can be the term used to refer to the specific powers delegates by his government to a diplomat acting in certain specific circumstances. It also refers to an official party sent to an international conference or on some other special diplomatic mission.

In Vietnamese: Đoàn Ngoại giao

❖ **Diplomatist**

It has the same meaning as "diplomat". An outdated word rarely used now in spoken diplomacy but occasionally still appearing in the literature of diplomacy.

In Vietnamese: Nhà Ngoại giao

❖ **Dispatch**

A written, as opposed to a telegraphic, message from an embassy to its home office or vice versa.

In Vietnamese: Bản báo cáo Ngoại giao (vấn tắt)

❖ **Embassy**

The residence of an ambassador. In recent years, also inaccurately used to denote the building which contains the offices of the ambassador and other key members of his staff. The proper term for the latter, as noted above, is the "chancery". As also noted above, confusion is nowadays avoided through the practice of using the two terms "embassy residence" and "embassy office".

In Vietnamese: Đại sứ quán

❖ **Emissary**

An agent sent on a mission of a secret nature, as a spy.

In Vietnamese: Phái viên mật

❖ **Entente**

Denotes a close understanding between certain nations. It suggests mutual and complementary efforts, and a sense of compatible objectives. It can be agreed on orally or in writing, but as a concept is generally less binding than a treaty relationship.

In Vietnamese: Hiệp ước thân thiện, đồng minh chiến lược

❖ **Envoy**

Nowadays used to refer to any senior diplomat. Earlier it had a specific hierarchical connotation, being used to designate diplomatic agents of less than the highest rank.

In Vietnamese: Đặc phái viên

❖ **Excellency**

An archaic but still much-used title for addressing an ambassador. Theoretically, an American ambassador is not supposed to be addressed this way, but he generally is – along with all his other ambassadorial colleagues. "Mr. Ambassador" is more accurate and less silly. That he is; he may or may not be "excellent."

In Vietnamese: Dùng trong văn bản Ngoại giao, “thưa Ngài”

❖ **Exequatur**

A document issued to a consul by the host country government authorizing him to carry out his consular duties.

In Vietnamese: Bằng công nhận Lãnh sự

❖ **Extradition**

The term for the process, governed by formally concluded agreements, by which fugitives fleeing justice from one country are returned from the country where they have sought refuge. It does not apply to political offenses.

In Vietnamese: Dẫn độ

❖ **Extraterritoriality**

The exercise by one nation as a result of formally concluded agreements, of certain sovereign functions within the territory of another state. A curtailment of the jurisdiction of the latter state is in certain specified areas and/or in certain specified respects.

In Vietnamese: Đặc quyền Ngoại giao

❖ **Guarantee, Treaty of**

A treaty which requires signatories to guarantee that situations agreed upon will be maintained. The honoring of such commitments can precipitate armed conflicts.

In Vietnamese: Bảo đảm, bảo lãnh Ngoại giao

❖ **Legation**

These are rare now, but they were once very common. A legation is a diplomatic mission similar for most practical purposes to an embassy, but lowers in rank, and presided over by a minister rather than an ambassador. For most of the last century, American diplomatic representation abroad was limited to legations, and for much of this century, the U.S. was represented in more countries by legations than it was by embassies.

In Vietnamese: Phái đoàn, tổ chức Ngoại giao chính thức của một nhà nước có nhiệm vụ lâu dài (cũng có thể là trụ sở hay văn phòng Ngoại giao vĩnh viễn)

❖ **Memorandum**

A diplomatic document is that a nation sends to another to show its disagreement in any fields. It may have the same definition of Aide Mesmoire.

In Vietnamese: Giác thư, hoặc bản ghi nhớ

❖ **Mission**

It is a generic term for embassy. Mission also describes the entirety of official representation in a given foreign country which functions under the supervision of the Ambassador, including civilian and military personnel.

In Vietnamese: Phái đoàn Ngoại giao, sứ mệnh Ngoại giao

❖ **Nuncio**

The diplomatic representative of the Pope

In Vietnamese: Đại sứ của Giáo Hoàng

❖ **Passport**

The official document issued to a person by his/her government certifying citizenship and requesting foreign governments to grant the individual safe passage, lawful aid and protection while under that government's jurisdiction.

In Vietnamese: Hộ chiếu

❖ **Precedence**

Priority; the right to superior honor on a ceremonial or formal occasion; for ambassadors in a country, precedence is determined by the order in which they presented their credentials to the host government.

In Vietnamese: Quyền ưu tiên Ngoại giao

❖ **Protocol**

Refers to the ceremonial side of diplomacy, including matters of diplomatic courtesy and precedence. Also see Diplomatic Protocol.

In Vietnamese: Lễ tân Ngoại giao

❖ **Protocol**

Another name for an agreement. Originally a protocol was considered a somewhat less formal document than a treaty, but that is a distinction no longer valid. A protocol may be an agreement in its own right. It also may constitute added sections which clarify or alter an agreement, or it may be used to add new subjects of agreement to the original document.

In Vietnamese: Nghị định thư

❖ **Ratification**

The act, subsequent to a treaty's having been negotiated, by which a government commits itself to adhere to that treaty. In the United States, it is inaccurate to speak of the Senate's ratifying a treaty. The executive does this, but only after the Senate has given its consent.

In Vietnamese: Phê chuẩn một dự thảo, một công ước Ngoại giao

❖ **Recognition**

Commonly used in connection with the recognition by one state of 1) the existence of another state (for example when a new one is formed), or 2) the existence of a government which is in effective control of a state. The term "de facto recognition" means recognition that a state, or a government of a state, in fact exists – but it also means the withholding of full official recognition of this.

When the latter is extended, it is termed "de jure recognition". It is a distinction based more on diplomatic convenience than on logic.

In Vietnamese: Sự công nhận, thừa nhận một vấn đề Ngoại giao

❖ **Treaty**

A formal mutually binding agreement between countries. The term comes from traitor, to negotiate.

In Vietnamese: Hiệp ước chính thức

❖ **Ultimatum**

A last statement indicating a final position. On occasion a prelude to the initiation of military action.

In Vietnamese: Tội hậu thư

❖ **Visa**

Written authority to enter a country for either temporary or permanent residence, depending on its wording.

In Vietnamese: Thị thực

1.3. Acronyms

❖ **P.C. (also loan words)**

Used in written social correspondence, "pour condoler" (to express sympathy).

In Vietnamese: Chia buồn

❖ **P.F**

Used in written social correspondence, "pour féliciter" (to extend congratulations).

In Vietnamese: Chúc mừng

❖ **P.M**

Used in written social correspondence, "pour memoire" (to remind).

In Vietnamese: Nhắc nhở, ghi nhớ

❖ **P.P**

Used in written social correspondence, "pour présenter" (to introduce).

In Vietnamese: Giới thiệu

❖ **P.P.C**

Used in written social correspondence, "pour prendre congé" (to say goodbye).

In Vietnamese: Lời tạm biệt

❖ **P.R**

Used in written social correspondence, "pour remercier" (to express thanks).

In Vietnamese: Lời cảm ơn

❖ **P.M**

Also can be Prime Minister of a Nation (English)

In Vietnamese: Thủ tướng

❖ **D.C.M**

Embassy shorthand for the deputy chief of mission.

In Vietnamese: Phó trưởng phái đoàn

❖ **M.O.U**

Stands for Memorandum of Understanding.

In Vietnamese: Biên bản ghi nhớ

❖ **F.S**

Stands for First lady.

In Vietnamese: Phu nhân tổng thống

❖ **F.S.O**

Shorthand for a career American diplomat, i.e., an American Foreign Service officer.

In Vietnamese: nhân viên Ngoại giao (Hoa Kỳ)

❖ **T.D.Y**

Shorthand for a temporary duty assignment.

In Vietnamese: Phân công nhiệm vụ tạm thời (trong thời gian ngắn)

1.4. Loan Words

❖ **Ad Referendum**

An agreement reached ad referendum means an agreement reached by negotiators at the table, subject to the subsequent concurrence of their governments.

In Vietnamese: Trung cầu ý kiến, dự thảo sơ bộ

❖ **Aide Mémoire**

A written summary of the key points made by a diplomat in an official conversation. Literally, a document left with the other party to the conversation, either at the time of the conversation or subsequently, as an aid to memory.

In Vietnamese: Bản ghi nhớ

❖ **Agrément**

Diplomatic courtesy requires that before a state appoints a new chief of diplomatic mission to represent it in another state, it must be first ascertained whether the proposed appointee is acceptable to the receiving state. The acquiescence of the receiving state is signified by its granting its agrément to the

appointment. It is unusual for an agreement to be refused, but it occasionally happens.

In Vietnamese: Chấp nhận đề xuất Ngoại giao

❖ **Alternat**

When an agreement is signed between two states, or among several states, each signatory keeps an official copy for itself. Alternat refers to the principle which provides that a state's own name will be listed ahead of the other signatory, or signatories, in its own official copy. It is a practice devised centuries ago to handle sensitivities over precedence.

In Vietnamese: Quyền luân phiên ký đầu (trong việc ký kết hiệp ước giữa nhiều nước)

❖ **Attaché**

Civilian attachés are either junior officers in an embassy or, if more senior, officers who have a professional specialization such as "labor attaché", "commercial attaché", "cultural attaché", etc. On the military side, an embassy will generally have either an army attaché, naval attaché, or air attaché – and often all three. In American embassies, the senior of the three is called the defense attaché and is in charge of all military attaché activities. These consist largely of liaison work with local military authorities and of keeping informed on host country order of battle.

In Vietnamese: Tùy viên

❖ **Bout de Papier**

A very informal means of conveying written information; more informal than an aide mémoire or a memorandum.

In Vietnamese: Bản ghi nhớ, không chính thức

❖ **Casus Belli**

An action by one state regarded as so contrary to the interests of another state as to be considered by that second state as a cause for war.

In Vietnamese: Nguyên nhân gây chiến (hành động gián điệp, mật thám)

❖ **Chargé d’Affaires, a.i.**

Formerly, a chargé d’affaires was the title of a chief of mission, inferior in rank to an ambassador or a minister. Today with the a.i. (ad interim) added, it designates the senior officer taking charge for the interval when a chief of mission is absent from his post.

In Vietnamese: Người đại diện tạm thời, đại diện lâm thời

❖ **Communiqué**

A brief public summary statement issued following important bilateral or multilateral meetings. These tend to be bland and full of stock phrases such as "full and frank discussions", and the like. Occasionally, getting an agreement on the communiqué turns out to be the most difficult part of the meeting.

In Vietnamese: Thông cáo chung

❖ **Demarché**

An approach, a making of representations. Still very common term used by diplomats to indicate the official raising of a matter with host country officials, often accompanied by a specific request for some type of action or decision in connection with it.

In Vietnamese: Đường lối – phương pháp tiến hành Ngoại giao, sự vận động Ngoại giao

❖ **Détente**

An easing of tension between states.

In Vietnamese: Hòa hoãn

❖ **Ex Gracia**

Something which is done as a gesture of good will and not on the basis of an accepted legal obligation.

In Vietnamese: Đặc ân

❖ **Modus Vivendi**

A temporary agreement, in writing, of an interim character, pending the negotiation of more definitive arrangements.

In Vietnamese: Tạm ước

❖ **Persona Non Grata**

An individual who is unacceptable to or unwelcome by the host government.

In Vietnamese: Nhà Ngoại giao không được nước sở tại công nhận

❖ **Rapporteur**

The official of a committee or subcommittee whose job is to prepare a summary report of its discussions and conclusions.

In Vietnamese: Báo cáo viên

❖ **Rapprochement**

The establishment of improved relations.

In Vietnamese: Quan hệ giao hảo, gần gũi

❖ **Tour D’Horizon**

A diplomatic discussion covering most (or at least a number of) subjects of current and common concern.

In Vietnamese: Cuộc hội đàm Ngoại giao (ngắn gọn nhưng hết sức hiệu quả

2. SOME IMPORTANT REQUIREMENTS OF DIPLOMATIC TERMS

2.1. Popularity

The first requirement that all nations have to obey is the popularity. In the written diplomatic text, writers and translators need especially pay attention to this requirement; they should use the terms regularly used in making a diplomatic document, avoid phrases words or terms being so strange, and rarely using. Sometimes, the irregular diplomatic documents will not be accepted by any countries or international organizations, because of misunderstanding the real meaning of phrases, used words or terms. For example, we use the word “Embassy” for “Đại sứ quán” instead of “Chancery”, although “Chancery” also means “Đại sứ quán”. In fact, “Chancery” is where the chief of mission and his staff work. This office is often called the Embassy but this is a misnomer. Technically, the embassy is where the ambassador lives, not where he works. Another example, in the past the Vietnamese phrase “Bộ nội vụ” was often translated into English “Ministry of Interior”, but in recent time, the phrase was translated “Ministry of Home Affairs” because of following the international rules for naming State Departments.

2.2. Accuracy

As we knew, the mistakes in diplomacy are very dangerous (particularly in diplomatic documents), because it causes the serious consequences. The mistakes often concern with the using of the dual words, terms, or misspelling and word structure. When conducting translation we have to carefully consider what will be translated to understand exactly its content to find out the suitable words and structures. Moreover, we should use the accurate words, or used popularly.

For example, the word “Memorandum” – a loan word, when conducting translation, we should carefully consider to clearly understand context of document and its real content. If it is negative, “Memorandum” can be translated “Giác thư” – a diplomatic document that a nation sends to another to show its disagreement in any fields, on the contrary, “Memorandum” means “Bản ghi nhớ” – the Document that helps us recall something agreed in diplomatic discussion.

2.3. Formality

In diplomatic field, to achieve good results, beside the communication by speech, the context used in diplomatic document also has the great influence shown by the way the translators use words. If we choose and use the words revealing the respect, or closeness to receiver, it is said that the effectiveness of the document will be the highest, because receivers can see their position and important role, so it is very easy and favourable to have the agreement or sympathy from them. Therefore, in process of choosing words, they should use intimate terms, combining with each translator’s composing thought they will create the most effective document.

For example, Translators in diplomatic field often start the document with the word “Excellency” translated “Thưa ngài”, and end with “Sincerely thank” – “Xin Chân thành cảm ơn”.

2.4. Balance (Between senders and receivers)

“In international relations, a balance of power exists when there is parity or stability between competing forces. As a term in international law for a 'just equilibrium' between the members of the family of nations, it expresses the doctrine intended to prevent any one nation from becoming sufficiently strong so as to enable it to enforce its will upon the rest”.

(http://en.wikipedia.org/wiki/Balance_of_power_in_international_relations)

As can be seen above, in the process of writing the document, translators need to determine this rule, it's certain that we have to use the words, phares or sentences that show their respect to receiver, however, the position of sender have to be kept, if not done, diplomacy will be not itself . In international diplomacy, all nations are balanced on every aspects, so there is no exception in diplomatic documents.

In a diplomatic document sent to Vietnam from Thailand has the sentence “we will be really satisfactory if you arrange a personal discussion with your city president”, translator may not translate as follows “Chúng tôi sẽ thực sự hài lòng nếu phía Ngài sắp xếp một buổi họp bên lề với Ngài Chủ tịch Thành Phố cho phái Đoàn chúng tôi”, but as “Nếu phía Ngài có thể sắp xếp một buổi họp bên lề với Ngài Chủ tịch Thành Phố cho phái Đoàn chúng tôi thì đó thật sự là niềm vinh hạnh lớn lao”, and it can be the better way to keep the balance in diplomacy.

2.5. Appropriateness

Depending on diplomatic levels and situations, from that, we choose the ways to compose documents being appropriate for them, and the requirement was created by the four features mentioned above. Totally, Determining the feature we will have an effective diplomatic document contributing to success in doing diplomatic tasks.

CHAPTER III: HOW TO EFFECTIVELY TRANSLATE ENGLISH DIPLOMATIC TERMS INTO VIETNAMESE

1. DIFFICULTIES IN TRANSLATING ENGLISH DIPLOMATIC TERMS

1.1. Difficulties in determining term meaning in each regime.

Each nation has its own regime, so the personnel structure and positions in state apparatus also have differences. In diplomacy, translators often face lots of difficulties in translating the words concerning to the position in state, because of regime differences. For example, Vietnam, a socialist country, has a person leading the communist party called “General Secretary of central committee of Vietnam communist Party”, the word “Secretary” in Vietnamese is not “Thư ký”, but “Bí thư”. However, In United Nations, there is a position called “United Nations Secretary General”, and the word “Secretary” here is translated “Thư ký”. Besides, the word “city president” also has two ways to translate, in Vietnamese; it can be “Chủ tịch thành phố”, or “Thị trưởng thành phố”, depending on regime.

1.2. Difficulties in finding equivalent words between original and translated texts, and understanding loan words.

These difficulties always are the biggest problem that translators have to face with. Sometimes, translators can understand what the word (in source language) means, but they cannot find out an equivalent word (in target language), which causes difficulties in translating process.

Understanding loan words also very difficult, especially in diplomacy, the field has many loan words (from French).

1.3. Difficulties in Arrangement of diplomacy documents

Each document type has its own arrangement, often depending on situations and targets, and there is no exception in diplomacy document. Therefore, we have to find out the ways to arrange the document exactly, normally, content arrangement in diplomacy document has to obey the general rules (importance levels, position of receiver and sender, and target of writing document). For example, exchange of Notes among state will be more important than other levels (Ministry, Department, organization level), and composed in right way (basing on international rule).

2. SOME RECOMMENDATIONS

Translation is a very difficult task, particularly the diplomatic terms. In completing process of this study, the writer really recognized the very important role of diplomatic terms, and knew that the field still is strange to everyone because of its unpopularity. In order to introduce the terms, especially help anyone to solve these difficulties mention above (which we may have to face in the future), we would like to propose some ways as followings:

Firstly, Translators must have knowledge of grammar and vocabulary. They should choose the sentences that is not too difficult, but consistent with their ability. After improving translating skill better, they can try with harder levels. Besides, consulting available texts can be the good way, because translators can copy words that don't appear in dictionaries to their notebooks, so when seeing these words again, translators can easily solve. Collecting more and more new words is very necessary to translators, because of the changing of word meaning in different contexts.

Secondly, translators must not translate word by word, however, main contents cannot be changed. In order to help readers understand text's contents easier, translators should read source text again and again to find out the best translating ways. Sometimes translators can guess word meaning basing on whole sentence or paragraph.

Finally, clearly knowing that word in the mother tongue is also very important, because sometimes translators can exactly understand what words or sentences (in source text) mean, but they cannot find out their target language equivalences. Therefore, before translating foreign language, translators must have a large amount of the indigenous language. Besides, let's collect common knowledge is which vital for yourself.

PART III: CONCLUSION

As we knew, nowadays, our world becomes a multi-polar world, in which all nations have their own relationship strategies. However, there is a common trend applying for almost nations in the world called as “moving from confrontation to dialogue”, so the role of diplomacy is more and more important. Therefore, the writer completed this study to introduce some English important diplomatic terms to readers who are interested in this field. The study was divided into three main chapters as follows:

Chapter one presented the theoretical background of basic translation theory, general and diplomatic terms, besides some main diplomatic documents also introduced.

Chapter two presented four types of diplomatic terms, and their Vietnamese equivalents, worked out requirements of translating diplomatic terms.

Chapter three proposed some difficulties of diplomatic terms translation and solutions to pass them.

Hopefully, this research will be really helpful for all caring about diplomacy terms, especially English terms relating to diplomacy.

On account of my narrow knowledge and time limitation, mistakes are unavoidable, so recommendations from teachers and readers are warmly welcomed to make this study better.

Once again, I would like to send the sincere thanks to all people for their helps and supports.

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GLOSSARY

- **Compound words**

Ambassador Extraordinary and Plenipotentiary	<i>Đại sứ đặc mệnh toàn quyền</i>
Ambassador-Designate	<i>Đại sứ chỉ định</i>
Breaking relations	<i>Chấm dứt, cắt đứt, đổ vỡ mối quan hệ</i>
Chief of Mission	<i>Trưởng phái đoàn Ngoại giao</i>
Consular Agent	<i>Đại diện lãnh sự</i>
Consulate General	<i>Tổng lãnh sự quán</i>
Counselor of Embassy	<i>Tham tán đại sứ quán</i>
Country Desk	<i>Văn phòng hợp tác Ngoại giao</i>
Country Team	<i>Nhóm quan chức Nhà nước (về Ngoại giao)</i>
Diplomatic Agent	<i>Đại diện Ngoại giao</i>
Diplomatic Corps	<i>Ngoại giao đoàn</i>
Diplomatic Illness	<i>Rút lui Ngoại giao</i>
Diplomatic Immunity	<i>Miễn trừ, bất miễn Ngoại giao</i>
Diplomatic Note	<i>Công hàm Ngoại giao</i>
Diplomatic Privileges and Immunities	<i>Quyền ưu đãi và miễn trừ Ngoại giao</i>
Dual Accreditation	<i>Người đại sứ đồng thời được công nhận tại hai Quốc gia khác nhau</i>
Economic Officer	<i>Giới chức Kinh tế Ngoại giao</i>
Exchange of Notes	<i>Trao đổi công hàm</i>
Final Act	<i>Định ước Ngoại giao</i>
Foggy Bottom	<i>Cách gọi khác của Bộ Ngoại giao Hoa Kỳ</i>
Foreign Affairs Community	<i>Cộng đồng Ngoại giao Hoa Kỳ</i>
Full Powers	<i>Toàn quyền</i>
Good Office	<i>Trung gian Ngoại giao</i>

High Commission	<i>Cao ủy</i>
High Commissioner	<i>Trưởng Cao ủy</i>
Letters of Credence	<i>Ủy nhiệm thư, Quốc thư</i>
Letters of Intend	<i>Thư ngõ</i>
Letters of Recall	<i>Thư triệu hồi</i>
Minister, Minister-Counselor	<i>Tham tán Công sứ</i>
Seventh Floor	<i>Một nơi đặc biệt quan trọng, ở đó có các nhà lãnh đạo cấp cao trong cơ quan Ngoại giao Hoa kỳ</i>
Short-Timer	<i>Chuyên gia Ngoại giao ngắn hạn (thời gian nhiệm vụ không dài)</i>
Sixth Floor	<i>Cơ quan hỗ trợ Ngoại giao Hoa kỳ</i>
Unfriendly Act	<i>Một đạo luật, một hành động Ngoại giao không thân thiện</i>
Vice consul	<i>Phó lãnh sự</i>

○ **Single words**

Accession	<i>Sự gia nhập (một tổ chức)</i>
Accords	<i>Sự đồng thuận</i>
Ambadress	<i>Nữ Đại sứ, Phu nhân Đại sứ</i>
Asylum	<i>Tị nạn</i>
Bag (diplomatic Bag)	<i>Túi Ngoại giao</i>
Belligerency	<i>Tình trạng giao chiến, giao tranh quân sự</i>
Bilateral	<i>Song phương</i>
Chancelleries	<i>Văn phòng lãnh sự, văn phòng Đại sứ (Hoặc phủ thủ tướng của 2 nước Áo và Đức)</i>
Chancery	<i>Nơi làm việc của người Đại sứ và nhân viên Ngoại</i>

	<i>giao (hiện nay thường dùng “Embassy” để chỉ chung cho toàn bộ một cơ quan Ngoại giao)</i>
Chancery, Head of	<i>Quan chức Ngoại giao</i>
Clearances	<i>Cho phép thực hiện (theo pháp luật của nước sở tại)</i>
Conciliation	<i>Sự hòa giải</i>
Concordat	<i>Giáo ước (điều ước ký giữa Giáo hoàng và Chính phủ một Quốc gia)</i>
Consulate	<i>Lãnh sự quán</i>
Consul, Honorary	<i>Đại diện danh dự</i>
Convention	<i>Công ước</i>
Credentials (Letters of Credence)	<i>Ủy nhiệm thư, Quốc thư</i>
Declaration	<i>Tuyên bố chung, hoặc đơn phương</i>
Delegation	<i>Đoàn Ngoại giao</i>
Diplomatist	<i>Nhà Ngoại giao</i>
Dispatch	<i>Bản báo cáo Ngoại giao (vấn tắt)</i>
Embassy	<i>Đại sứ quán</i>
Emissary	<i>Phái viên mật</i>
Entente	<i>Hiệp ước thân thiện, đồng minh chiến lược</i>
Envoy	<i>Đặc phái viên</i>
Excellency	<i>Dùng trong văn bản Ngoại giao, “thưa Ngài”</i>
Exequatur	<i>Bằng công nhận Lãnh sự</i>
Extradition	<i>Dẫn độ</i>
Extraterritoriality	<i>Đặc quyền Ngoại giao</i>
Guarantee, Treaty of	<i>Bảo đảm, bảo lãnh Ngoại giao</i>
Legation	<i>Phái đoàn, tổ chức Ngoại giao chính thức của một</i>

	<i>nhà nước có nhiệm vụ lâu dài (hay trụ sở, văn phòng Ngoại giao vĩnh viễn)</i>
Memorandum	<i>Giác thư, hoặc bản ghi nhớ</i>
Mission	<i>Phái đoàn, sứ mệnh Ngoại giao</i>
Nuncio	<i>Đại sứ của Giáo Hoàng</i>
Passport	<i>Hộ chiếu</i>
Precedence	<i>Quyền ưu tiên Ngoại giao</i>
Protocol	<i>Lễ tân Ngoại giao</i>
Protocol	<i>Nghị định thư</i>
Ratification	<i>Phê chuẩn một dự thảo, một công ước Ngoại giao</i>
Recognition	<i>Sự công nhận, thừa nhận một vấn đề Ngoại giao</i>
Treaty	<i>Hiệp ước chính thức</i>
Ultimatum	<i>Tối hậu thư</i>
Visa	<i>Thị thực</i>

○ **Acronyms**

P.C (loan words) - used in written social correspondence, “pour Condoler” (to express sympathy)	<i>Chia buồn</i>
P.F (loan words) - used in written social correspondence, “pour féliciter” (to extend congratulation)	<i>Chúc mừng</i>
P.M (loan words) - used in written social correspondence, “pour memoire” (to remind”	<i>Nhắc nhở, ghi nhớ</i>
P.P (loan words) - used in written social correspondence, “pour présenter” (to introduce)	<i>Giới thiệu</i>
P.P.C (loan words) - used in written social correspondence, “pour prendre conge” (to say goodbye)	<i>Lời chào, lời tạm biệt</i>
P.R (loan words) - used in written social correspondence,	<i>Lời cảm ơn</i>

“pour remercier” (to express thanks)	
P.M – Prime Minister of a Nation (English)	<i>Thủ tướng</i>
D.C.M - Embassy shorthand for the deputy chief of mission	<i>Phó trưởng đoàn</i>
M.O.U - stands for Memorandum of Understanding	<i>Biên bản ghi nhớ</i>
F.S – stands for “First Lady”	<i>Phu nhân tổng thống</i>
F.S.O – shorthand for a career American diplomat, an Foreign Service Officer	<i>Nhân viên Ngoại giao Hoa Kỳ</i>
T.D.Y – stands for a temporary duty assignment	<i>Phân công nhiệm vụ tạm thời (trong thời gian ngắn)</i>

○ **Loan words**

Ad Referendum	<i>Trung cầu ý kiến, dự thảo sơ bộ</i>
Aide Mémoire	<i>Bản ghi nhớ</i>
Agrément	<i>Chấp nhận đề xuất Ngoại giao</i>
Alternat	<i>Quyền luân phiên ký đầu (trong việc ký kết hiệp ước giữa nhiều nước)</i>
Attaché	<i>Tùy viên</i>
Bout de Papier	<i>Bản ghi nhớ không chính thức</i>
Casus Belli	<i>Nguyên nhân gây chiến (hành động gián điệp mật thám)</i>
Chargé d’Affaires, a.i.	<i>Người đại diện tạm thời, đại diện lâm thời</i>
Communiqué	<i>Thông cáo chung</i>
Demarché	<i>Đương lối, phương pháp tiến hành Ngoại giao, sự vận động Ngoại giao</i>

Détente	<i>Hòa hoãn</i>
Ex Gracia	<i>Đặc ân</i>
Modus Vivendi	<i>Tạm ước</i>
Persona Non Grata	<i>Nhà Ngoại giao không được nước sở tại công nhận</i>
Rapporteur	<i>Báo cáo viên</i>
Rapprochement	<i>Quan hệ giao hảo, gần gũi</i>
Tour D'Horizon	<i>Cuộc hội đàm Ngoại giao (tuy ngắn gọn nhưng hiệu quả)</i>