


# **\*Diplomatic communication between states**

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A 3D rendering of a large, round, light gray conference table with twelve black office chairs arranged around it. In the center of the table sits a large, realistic globe of the Earth, showing the continents of Europe and Africa. The scene is set against a plain white background.

\* One major and, in fact, increasingly important aspect of diplomatic work is the drafting of diplomatic documents.

\* Until recently diplomatic practice distinguished the following five forms of written official communications:

- \* (1) personal notes,
- \* (2) verbal notes (notes verbales),
- \* (3) aides-memoire,
- \* (4) memoranda
- \* (5) semi-official letters.



- \* A personal note takes the form of a letter drawn up in the first person on behalf of its signatory. It begins with a salutation and ends with a complimentary phrase, that is, a standard expression of polite respect.
- \* A verbal note is considered to be the most commonly used form of diplomatic communication. It is drawn up in the third person and is not usually signed. It begins and ends with standard formulas of courtesy.





- \* The aide-memoire. Diplomatic practice knows two types of aides-memoire: (a) handed over personally and (b) delivered by a courier. The purpose of transmitting an aide-memoire is to facilitate the further progress of a transaction and to prevent the subject of a personal conversation or an oral statement from being misinter-preted or misunderstood.
- \* A memorandum may be a separate and independent document or it may be appended to a personal note or a verbal note. In the
- \* latter case the memorandum elaborates and justifies the subject
- \* matter dealt with in the note. The distinguishing feature of a
- \* memorandum is a detailed exposition of the factual or legal aspects
- \* of a particular question.
- \* Semi-official, or informal, letters are sent to officials, with whom one is acquainted, in cases involving personal favours (thanks for an invitation, a request for assistance) or relating to administrative matters.



- \* Most forms of diplomatic documents contain the following components, or elements:
- \* a) protocol formulas;
- \* b) purport;
- \* c) argumentation;

\* It is important to understand the following:

- \* diplomatic documents, whatever their form (notes, declarations, aides-memoire, etc.), may be classified as follows:
  - \* a) documents containing proposals;
  - \* b) documents registering a protest;
  - \* c) documents warning of possible measures of retaliation;
  - \* d) documents establishing a political or international legal position in respect of an act committed by another state or states or in respect of an international event;
  - \* e) documents announcing measures contemplated or implemented, which are of international significance;
  - \* f) documents recording an agreement or a degree of accord reached.



The background is a deep blue space filled with numerous small, bright stars. A prominent starburst effect, consisting of several bright blue rays emanating from a central point, is positioned behind the text. The text 'THANKS FOR WATCHING' is written in a bold, white, sans-serif font with a slight blue outline, centered horizontally across the middle of the image.

**THANKS FOR WATCHING**