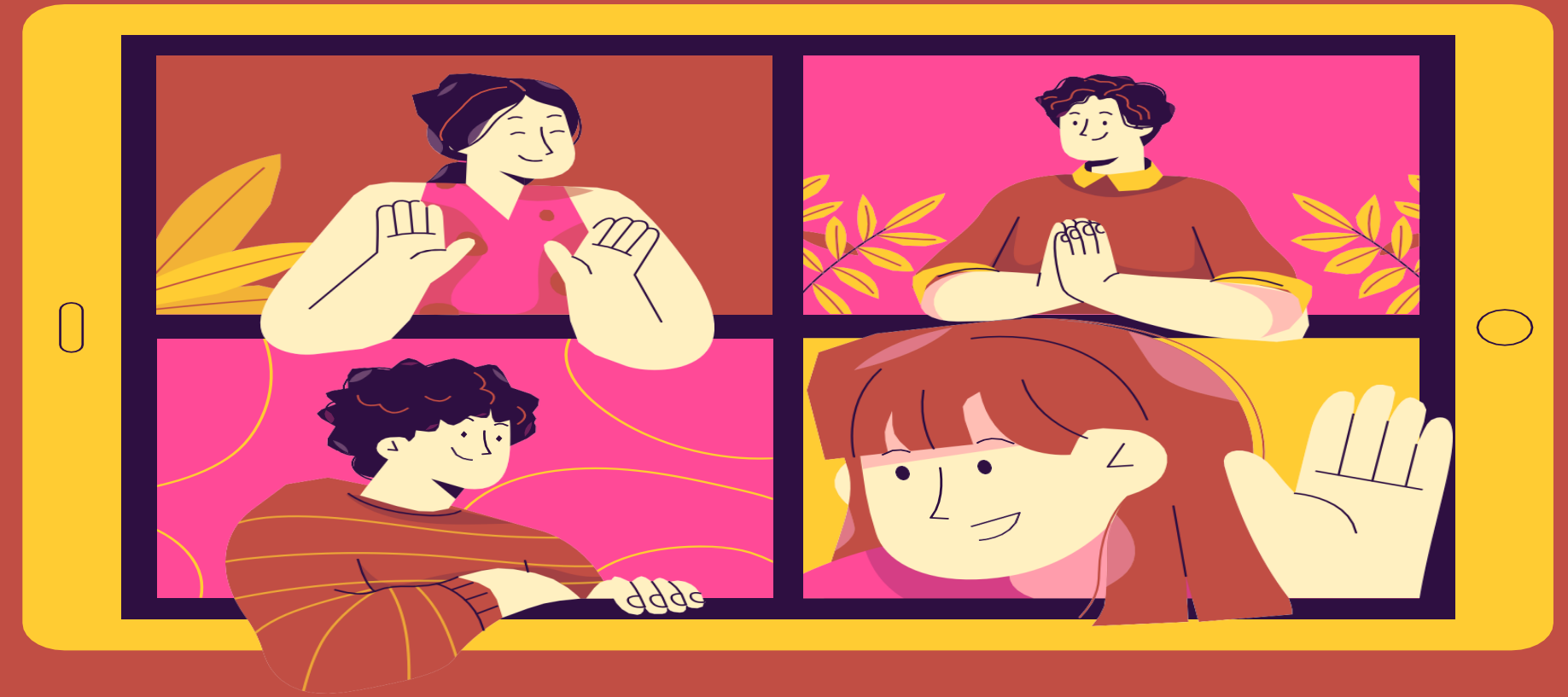


ABC


welcome delegates,
ladies and gentlemen!

Think Tank



**What is the useful of
English for Protocol?**

ENGLISH ESSENTIAL FOR PROTOCOL OFFICER



Good Morning,
may I ask for your
assistance, please?

Mastering Communication for Diplomacy and Etiquette

- **Definition:** Protocol English refers to the formal and polite use of the English language in diplomatic and official settings.
- **Purpose:** Ensures clarity, professionalism, and respect across international interactions.

during the class,
Kindly please
speak in English anytime

It is necessary for having an
engaging and productive
class. Therefore, we build
discussion

Class objectives and Agreement

- . Understand the role of English in protocol duties
- . Learn essential vocabulary and sentence structures
- . Practice proper diplomatic and formal English
- . Avoid common language errors
- . Build confidence in real-world situations

MUH NAWIR SALEH S.E., M.P.P.M

(prefer to be called Wira)

I am the Head Of Subdivision For President Program, and it is my honor of serving as the Protocol Officer for The President of The Republic of Indonesia.

It is my privilege to ensure that all protocol standards are upheld in accordance with diplomatic norms.

Please do not hesitate to contact me should you require any assistance or clarification during the course of this class.

We are committed to facilitating a respectful and seamless experience for all distinguished participants.

Thank you vey much

Concept and Definitions

classical 5W + 1 H Principle

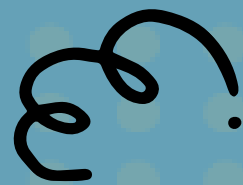
WHO...
siapa
melakukan
apa?

WHAT...
apa yang
harus
dilakukan/di
siapkan?

WHEN..
kapan hal
yang
direncanakan
terlaksana?

WHERE...
dimana saja
harus
dilaksanakan
kegiatan?

HOW..
bagaimana
caranya?



DESCRIBE YOUR SELF AS A PROTOCOL OFFICER

The Set Up

The Current Situation at hand (Good Morning/ Thank you for being...)

Name and Background

A brief information of your full name, nick name, english name (if any), continuous with your current position and your doing

Your Perspective on the Duty as Protocol

A brief narrative speaking on your opinion, experiences, goals during your time as protocol officer

Words of Protocol

- The President of The Republic of Indonesia
- First Lady/Spouse
- State Protocol/Chief of Protocol
- VIP/s
- Vice President of The Republic of Indonesia
- Your/His/Her Majesty
- Your/His/Her Honorable
- The Prime Minister
- Speaker of the house
- Security
- Protocol officer
- Aide DeCamp'
- Interpreter
- Special Staff
- Delegation

- Advance Team
- Main Group
- Indonesian Air Force
- Order of The Day
- Tentative program
- Keynote Speech
- Roundtable meeting
- Motorcade
- Hospitality
- Designation
- Complimentary
- Etiquette
- Precedence
- Seating arrangement
- Working Luncheon
- Program

- next....
- next...
- next...

• **create your
own
dictionary...**


REQUEST SENTENCES ("could", "would", "can", atau "will", "May I")

Function	Normal/Direct	Polite/Formal
Asking for documents	Send me the guest list.	Could you kindly send me the guest list at your earliest convenience?
Requesting confirmation	Confirm the arrival time.	Would you be able to confirm the arrival time, please?
Asking for updates	Give me an update on the logistics.	I'd appreciate it if you could provide a brief update on the logistical status.
Requesting information	Tell me who will attend.	May I ask who will be attending the event?
Requesting availability	Are you free for a briefing?	Might I check your availability for a short briefing?
Asking for arrangement	Book the meeting room.	Would you mind reserving the meeting room for the session?
Asking someone to wait	Wait here.	Would you mind waiting here for a moment, please?
Asking for assistance	Help with the seating plan.	Could you assist with organizing the seating plan?
Asking for contact info	Give me their contact.	Would you be able to share their contact details with me?
Asking for permission	Can I see the schedule?	May I take a look at the schedule, if that's all right with you?

REQUEST SENTENCES ("could", "would", "can", atau "will")

Situation	Normal (Direct)	Polite (Professional)
Welcoming a guest	Welcome.	It's a pleasure to welcome you today.
Escorting someone	Follow me.	May I kindly escort you to the meeting room?
Offering assistance	Do you need help?	May I be of any assistance to you?
Introducing a speaker	Here's Mr. Smith.	Allow me to introduce Mr. Smith, our distinguished guest.
Rescheduling a meeting	We'll change the time.	Would it be acceptable to reschedule the meeting to a more suitable time?
Ending a meeting	The meeting is over.	Thank you for your time. We'll now conclude the meeting.
Requesting clarification	I don't understand.	Could you kindly clarify that for me?
Asking someone to speak slower	Speak slowly.	Would you mind speaking a bit more slowly, please?
Giving a reminder	Don't forget this.	Just a gentle reminder regarding the following item...
Addressing an error	You made a mistake.	I believe there might be a slight error—may we review it together?

Tips for Polite Requests/Commands as a Protocol Officer

- . Use **modals**: *could, would, may, might*.
 - . Add **softeners**: *please, kindly, if possible, at your convenience, I'd appreciate it if...*
 - . Use **indirect language**: *Would you mind..., I was wondering if...*
 - . Use **passive voice** when necessary: *The documents should be finalized by noon.*
- 

COMMMAND SENTENCES

Function	Normal/Direct	Polite/Formal
Giving instructions	Prepare the briefing notes.	Please prepare the briefing notes when convenient.
Telling someone to act	Call the embassy now.	Kindly contact the embassy at your earliest convenience.
Assigning a task	Handle the guest reception.	Could you please take care of the guest reception arrangements?
Directing movement	Escort them to the hall.	Would you please escort the guests to the hall?
Giving orders during events	Start the procession now.	Let's proceed with the procession when everything is ready.
Scheduling	Meet me at 10.	I would appreciate it if we could meet around 10 a.m., if that works for you.
Finalizing something	Print the final program.	Please go ahead and print the final version of the program.
Asking to report	Report to me by noon.	Kindly submit your report to me by noon, if possible.
Notifying of changes	Inform the team.	Please make sure the team is informed accordingly.
Reminding someone	Don't forget the protocol gift.	Just a gentle reminder to bring the protocol gift.

Essential Vocab & Phrases

Include **word bases** like:

- Root: *form* → *formal, format, formation*
- Prefix: *pre-* → *preview, prepare, prearrange*
- Suffix: *-ment* → *agreement, commitment*

Term	Meaning	Example
Kindly	Politely request	"Kindly confirm your attendance."
In accordance with	As per rule	"In accordance with protocol..."
With due respect	Showing courtesy	"With due respect, may I suggest..."

Grammar Essential

- . Subject-Verb Agreement
- . Modal Verbs for Politeness (*may, could, would*)
- . Passive Voice (*It was agreed that...*)
- . Conditional Sentences (*If the ambassador arrives, please inform...*)

Terms and Conditions (Language Use)

- . Use **third person** when referring to authorities
- . Avoid **slang or contractions** (e.g., "can't", "won't")
- . Maintain **neutral tone** – no emotional or personal language
- . Avoid **idioms** that may not translate well
- . Stick to **diplomatic wording**

LISTENING



FRIENDLINESS



OPEN MINDEDNESS



Essential Communication Skills for Your Career

FEEDBACK



CONFIDENCE




NON-VERBAL COMMUNICATION



the balance

INTERNATIONAL ARRIVALS



WHAT DO I DO NOW?

WHEN IS HE GOING TO TAKE MY CARD?

HE SEEMS A BIT UNFRIENDLY?

WHOA - PERSONAL SPACE INVASION!

I'M NEXT, WHAT SHOULD I DO?

WAC Why Annie Armen Communications





CONVERSATION

- Brief Intro and Job desk
- Coordinating the Hospitality Provided and Dietary Restriction



Trump breaks
royal etiquette,
walks in front of
Queen
Elizabeth II

Global
NEWS



Lesson Learning for Protocol Officer:

Communication to the Object (VVIP) is essential as a mandatory order to acknowledge the State Protocol tradition.

TAKE AWAY

ENGLISH FOR PROTOCOL IS A TOOL THAT CAN BE USED AS DEMONSTRATION, LECTURE, MODERATOR, REPORTS, CONVERSATION AND MORE. MOST OF THE TIME, THEY'RE PRESENTED AS A CONFIDENT AND POLITE COMMUNICATION TOOLS.



thank you

