



## ENGLISH FOR THE LEGAL PROFESSION: 2011



### Language Specialists INTERNATIONAL

**COURSE OBJECTIVE:** This course is designed to develop the communicative performance of people working in the legal profession, in an international context. This might include Commercial, Public Sector and Criminal Lawyers, Judges, Public Prosecutors, Legal Secretaries and others working within the field of law. It is also intended to enable participants to use legal terminology with appropriateness in linguistic context and style. The exact content will depend on the specific profession and needs of the participant.

#### STUDY ACTIVITIES

As well as formal classroom teaching, study activities include role-play, legal case studies and simulations, video-and audio-recorded simulations.

#### COMMUNICATION SKILLS

The focus of the course is on practical and effective communication in:

- Meetings and Discussions / Videoconferencing
- Negotiations
- Presentations
- Discussion, Interpretation and Production of Legal Documents
- Legislative Procedure
- Effective Communication in Legal Situations
- Appropriate Use of Specialised Legal Vocabulary
- Simplifying Language for Clients without Legal Training

#### SPECIFIC FUNCTIONAL CONTENT

The course covers the following functional areas:

- Introductions and greetings
- Giving personal information
- Asking questions
- Expressing need and obligation
- Negotiating contracts
- Discussing possible outcomes; forecasting and hypothesising
- Writing common legal text types; e.g. letters and memoranda
- Reading & understanding legal texts; e.g. periodicals, commercial legislation, EU directives
- Socializing & entertaining, ordering meals and drinks
- Making and changing appointments
- Expressing opinions; agreeing and disagreeing
- Discussing schedules, timetables and deadlines
- Giving advice, suggestions and recommendations

#### SPECIFIC LEXICAL CONTENT

Subject to needs analysis of the participant's requirements, the course may include specialised legal vocabulary in the following areas:

- Judicial Systems
- Administrative and Employment Law
- Commercial Law and the Corporate Sector
- Civil Law including Contracts
- Criminal Law
- Human Rights
- EU Law
- Courtroom Language
- Simplified Terminology for Lay Clients

#### INTERNATIONAL CLIENTS

We have a number of key international clients in such fields as banking, pharmaceuticals, automotive / engineering, aeronautics, telecommunication...

#### DURATION / TIMETABLE / PROGRAMME

Course duration is normally for 1 or 2 weeks (2 weeks is preferable). The programme is highly intensive and includes 25 contact hours plus 5 to 10 self-access study hours plus 7.5 hours social English over lunch per week plus optional evening social activities. The following is based on a Combination course, giving the students the opportunity to work on individual and specialised needs in the morning; the afternoon focus is on communication in an international context. The daily timetable operates as follows:

8:30 - 9:30	Self-study in Self-Access Centre and Language Laboratory.
9:30 - 10:45	Period 1 with Morning Tutor (1:1)
10:45 - 11:00	Morning Coffee Break
11:00 - 12:15	Period 2 with Morning Tutor (1:1)
12:15 - 1:45	Lunch with teacher/s and fellow students
1:45 - 3:00	Period 3 with Afternoon Tutor (minigroup – max 4 participants)
3:00 - 3:15	Afternoon Coffee Break
3:15 - 4:30	Period 4 with Afternoon Tutor (minigroup – max 4 participants)
4:30 - 5:30	Optional Self-Access Study
	Evening Social Activity (Optional)