



## Course: Legal English Course

### Course type: Pre-recorded lessons

| Les No | Content / Syllabus  | Duration |
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| 1      | 'What is legal English (the language of international lawyers used in legal documents, court and correspondence)?'  | 10:30    |
| 2      | Sources of legal English, namely Latin, Norman French, old-Norse/Scandinavian and Anglo-Saxon, how the individual words have become incorporated into legal English vocabulary with examples of their use.  | 12:01    |
| 3      | Why legal English is so difficult – after understanding this it will be easier to study it in this course.  | 13:30    |
| 4      | Problem words which have similar spellings or pronunciation to other non-legal words with completely different meanings. Pronunciation of these words and understanding their legal meaning and their conversational meaning.                               | 11:45    |
| 5      | Using the active voice in both your spoken and written legal communication. Speak and write legal English like a native English speaker.  | 10:00    |
| 6      | The power of punctuation to change the meaning of the words in a sentence. The unintended use of non-restrictive adjectival clauses – where one extra comma changes the legal meaning of a sentence.  | 19:00    |
| 7      | The meaning and use of old-fashioned English such as hereby, thereby, whereby, herewith, therewith, herein, therein, wherein, etc. Avoiding confusion between them.   | 9:01     |
| 8      | More problem words – false friends (Pt 1/2) and similar words with different meanings. More legal words where the conversational meaning is different from the legal meaning and where small changes in spelling give a completely different legal meaning. | 11:50    |
| 9      | Writing with verbs and avoiding nominalisations (using the nouns for the process, rather than the verb).  | 7:30     |
| 10     | The correct legal meanings of the words 'shall' and 'may' and more precise modern alternatives to use in legal communication.   | 11:35    |
| 11     | Legal Latin Pt 1/4. The meaning of some of the hundreds of Latin words and expressions used in legal English.   | 12:55    |
| 12     | Legal prepositions Pt 1/5. Practicing the use of basic prepositions in general legal writing and legal documents.   | 09:35    |
| 13     | Legal vocabulary Pt 1/5. The meaning and use of legal vocabulary relating to the formation and management of companies and company law Pt 1.  | 11:55    |
| 14     | Legal word combinations (Collocations) Pt 1/4. Using two or more legal words to create a phrase with a different meaning from the individual legal words.   | 14:45    |
| 15     | Legal phrasal verbs Pt 1/4. The meaning and use of some basic legal phrasal verbs (to enter into, to pay out, to rely on, etc).   | 14:05    |
| 16     | The standard structure of an advice letter to a client.   | 11:35    |
| 17     | Vocabulary and techniques to use when comparing and contrasting legal ideas and information for clients and non-lawyers.  | 13:35    |
| 18     | More problem words and false friends (Pt 2/2). Words which look or sound similar to other legal or conversational vocabulary but have completely different legal meanings.  | 11:55    |
| 19     | The most popular idiomatic legal phrases and their meanings. Their correct legal meaning with examples of how to use them.  | 20:00    |
| 20     | How to summarise legal information to explain a complicated legal point in a simple, understandable way using plain English.  | 12:35    |
| 21     | The legal vocabulary and informal conversational English expressions to use when giving informal legal advice face-to-face to a client, etc.  | 16:15    |



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| 22 | Legal Latin Pt 2/4. The second lesson about the meaning and use of some of the hundreds of Latin words and expressions used in legal English.  | 10:45 |
| 23 | Legal prepositions Pt 2/5. Practicing the use of more difficult prepositions in legal writing and legal documents.   | 6:15  |
| 24 | Legal vocabulary Pt 2/5. The meaning and use of legal vocabulary relating to the formation and management of companies and company law Pt 2.   | 12:10 |
| 25 | Legal word combinations (Collocations) Pt 2/4. Advanced legal collocations – using two or more legal words to create a different meaning from the individual legal words.                            | 14:45 |
| 26 | Legal phrasal verbs Pt 2/4. The meaning and use of more advanced legal phrasal verbs (subject to, pursuant to, inclusive of, etc).   | 10:35 |
| 27 | The correct structure, tone, and vocabulary to use when writing an inter-office email. How politeness creates distance between employer/employee.  | 10:00 |
| 28 | How to structure and sequence information in written texts and conversation to explain legal ideas and other legal matters to clients and non-lawyers.   | 13:45 |
| 29 | When it is best to use the passive voice in legal writing. How to structure the sentences to concentrate on the result rather than the actor.  | 12:05 |
| 30 | The names, meaning and use of the different clauses used in sales contracts.   | 11:55 |
| 31 | Negotiating agreements. Preparation for and vocabulary of negotiation.   | 18:35 |
| 32 | Legal Latin part 3/4. The third lesson in the meaning of some of the hundreds of Latin words and expressions used in legal English.  | 14:05 |
| 33 | Legal prepositions Pt 3/5. Practicing the use of difficult legal prepositions in legal writing and legal documents.  | 11:55 |
| 34 | Legal vocabulary Pt 3/5. The vocabulary to use for contracts formation, assignment, remedies for breach, sale of goods, and warranties.  | 18:25 |
| 35 | Legal word combinations (Collocations) Pt 3/4. Advanced legal English collocations. Using two or more legal words to create a different meaning from the individual legal words.                     | 8:05  |
| 36 | Legal phrasal verbs Pt 3/4. The meaning and use of more advanced legal phrasal verbs used in contract and legal documents.   | 11:35 |
| 37 | How to structure and order the information in a contract clause. How to write a contract clause from the start, turning an idea into an obligation.  | 14:45 |
| 38 | The meaning and use of vocabulary to describe court orders and court actions in litigation and arbitration.  | 12:46 |
| 39 | Cohesive writing – how to construct your paragraphs so that the ideas flow from one sentence to the next.  | 20:10 |
| 40 | The appropriate legal language to use when interviewing or speaking with clients, including asking questions and giving advice.  | 12:15 |
| 41 | Legal word formation. How to perform adjectives, verbs and nouns from the root of the same legal word. e.g. administer, administration, administrator.   | 11:55 |
| 42 | Legal Latin Pt 4/4. The fourth lesson in the meaning of some of the hundreds of Latin words and expressions used in legal English.   | 11:05 |
| 43 | Legal prepositions Pt 4/5. Practicing the use of multi-word legal prepositions in legal writing and legal documents.   | 8:10  |
| 44 | Legal vocabulary Pt 4/5. The meaning and use of vocabulary of charges, debentures, mortgages, loans and security for loans.  | 11:50 |
| 45 | Legal word combinations (Collocations) Pt 4/4. Further examples of advanced legal English collocations. Using two or more legal words to create a different meaning from the individual legal words. | 7:05  |
| 46 | Legal phrasal verbs Pt 4/4. The meaning and use of further examples of more advanced legal phrasal verbs used in contract and legal documents.   | 12:40 |



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| 47 | How to write follow-up correspondence to a client. Tone, vocabulary and structure of the text.  | 9:10  |
| 48 | The standard structure of a commercial contract. What order do you write the clauses in?  | 11:45 |
| 49 | Meaning and use of warranties, representations, covenants, indemnities and guarantees in contracts.   | 13:30 |
| 50 | Meaning and use of liquidated damages clauses, including when to use them and how to write them.  | 15:50 |
| 51 | The meaning and use of the most popular and frequently used boilerplate clauses in contracts.   | 15:05 |
| 52 | The use of the Present continuous and the Infinitive of verbs in legal English – which tense is the correct one in different situations.                      | 10:00 |
| 53 | How to structure sentences to emphasise specific words and pieces of information.   | 11:26 |
| 54 | Legal vocabulary Pt 5/5. Employment Law and Employment Tribunals: Essential vocabulary for lawyers and professionals working in this area of the law.         | 20:20 |
| 55 | Legal prepositions Pt 5/5. Practicing the use of multi-word legal prepositions in legal writing and legal documents.  | 13:00 |
| 56 | How to structure and write advice memos and emails, including structure, tone and vocabulary.   | 12:20 |
| 57 | How to improve your legal English sentences by avoiding the use of provisos – phrases beginning with the words, 'provided that', 'provided however that' etc. | 10:20 |
| 58 | How to prepare a court brief – how to prepare the evidence and papers for a court case or arbitration.  | 16:25 |
| 59 | How to give a public presentation on a legal topic. The structure and vocabulary to use to outline the idea and then explain it to the audience.              | 14:55 |
| 60 | 60 legal writing and general legal communication tips.  | 11:25 |