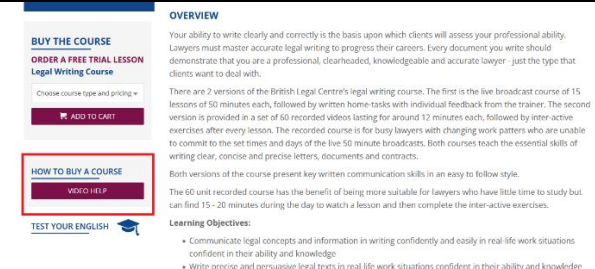
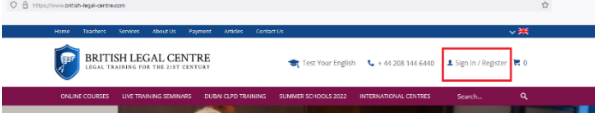
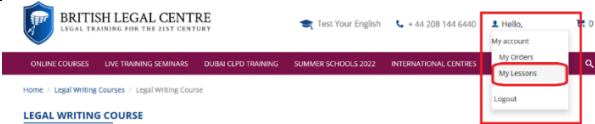
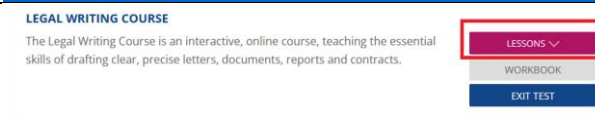
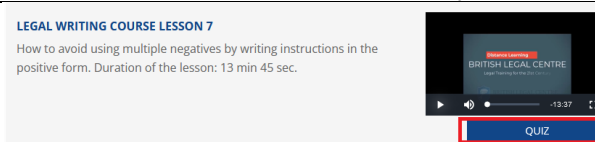
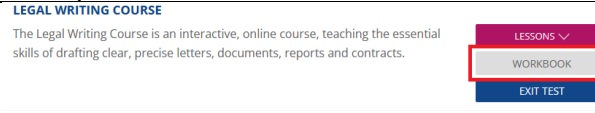
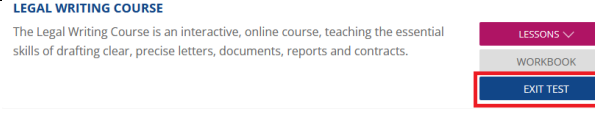
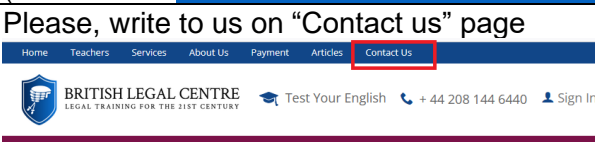


# Navigation Guide for going through the pre-recorded versions of our courses

<p><b>1 How to order a course</b></p> <p>Watch the instruction video “HOW TO BUY A COURSE” – click the button on the left side menu of every course page</p>	 <p><b>OVERVIEW</b></p> <p>Your ability to write clearly and correctly is the basis upon which clients will assess your professional ability. Lawyers must master accurate legal writing to progress their careers. Every document you write should demonstrate that you are a professional, clearheaded, knowledgeable and accurate lawyer – just the type that clients want to deal with.</p> <p>There are 2 versions of the British Legal Centre's legal writing course. The first is the live broadcast course of 15 lessons of 50 minutes each, followed by written home-tasks with individual feedback from the trainer. The second version is provided in a set of 60 recorded videos lasting for around 12 minutes each, followed by inter-active exercises after every lesson. The recorded course is for busy lawyers with changing work patterns who are unable to commit to the set times and days of the live 50 minute broadcasts. Both courses teach the essential skills of writing clear, concise and precise letters, documents and contracts.</p> <p>Both versions of the course present key written communication skills in an easy to follow style.</p> <p>The 60 unit recorded course has the benefit of being more suitable for lawyers who have little time to study but can find 15-20 minutes during the day to watch a lesson and then complete the inter-active exercises.</p> <p><b>Learning Objectives:</b></p> <ul style="list-style-type: none"> <li>Communicate legal concepts and information in writing confidently and easily in real-life work situations confident in their ability and knowledge</li> <li>Write concise and persuasive legal texts in real life work situations confident in their ability and knowledge</li> </ul>
<p><b>2 How to move through a course</b></p>	
<p>Log in to your account:</p>	 <p>Click there or use the link: <a href="https://www.british-legal-centre.com/login">https://www.british-legal-centre.com/login</a></p>
<p>Press “My Lessons”:</p>	 <p>Click there or use the link: <a href="https://www.british-legal-centre.com/profile/my-courses">https://www.british-legal-centre.com/profile/my-courses</a></p>
<p>Press <b>LESSONS</b> button and watch the video lessons</p>	 <p><b>LEGAL WRITING COURSE</b> The Legal Writing Course is an interactive, online course, teaching the essential skills of drafting clear, precise letters, documents, reports and contracts.</p> <p><b>Intensity:</b> Everything about how you will understand the material depends on your level of knowledge of the English language, and also on your available free time. Some students go through the entire pre-recorded course in 7-10 days and pass the test perfectly. But usually, we recommend watching just 1 or 2 lessons a day.</p> <p>You can watch the lessons as many times as you need.</p>
<p>Complete the <b>QUIZ</b> after each lesson</p>	 <p><b>LEGAL WRITING COURSE LESSON 7</b> How to avoid using multiple negatives by writing instructions in the positive form. Duration of the lesson: 13 min 45 sec.</p> <p>We strongly advise you to take the quiz following each lesson. This will allow you to check how well you have understood the material and also prepare you for the exit test.</p> <p>Pass criteria: 60% and above. If you fail the quiz 2 times in a row, we strongly recommend that you watch the lesson again before the next attempt.</p>
<p>Use a <b>WORKBOOK</b> (if available for the course) for optional completion and self-checking</p>	 <p><b>LEGAL WRITING COURSE</b> The Legal Writing Course is an interactive, online course, teaching the essential skills of drafting clear, precise letters, documents, reports and contracts.</p> <p>Workbook is an additional material to consolidate the learners' understanding of the topics.</p>
<p>Do the <b>EXIT TEST</b> (the EXIT TEST button becomes “active” in 5 days after purchase of the course)</p>	 <p><b>LEGAL WRITING COURSE</b> The Legal Writing Course is an interactive, online course, teaching the essential skills of drafting clear, precise letters, documents, reports and contracts.</p> <p>Pass criteria: 60% and above. If you fail the Exit Test 2 times in a row, we strongly recommend that you watch the lessons again before the next attempt.</p>
<p><b>3 Certificate of Achievement</b></p>	<p>When your exit-test result is 60% or higher, we will receive an automatic message from the system (you do not need to write to us and inform us that you have passed the test) and within 5 days we will send you a certificate (more info at <a href="https://www.british-legal-centre.com/certificate-sample">https://www.british-legal-centre.com/certificate-sample</a>)</p>
<p><b>4 Do you need any help? Have you got any comments?</b></p>	 <p>Please, write to us on “Contact us” page</p> <p>Click there or use the link: <a href="https://www.british-legal-centre.com/contact-us">https://www.british-legal-centre.com/contact-us</a></p>