



Course: Legal English Course

Course type: Private lessons, Group lessons

Les No	Content / Syllabus	Duration
1	<p>'What is legal English (the language of international lawyers used in legal documents, court and correspondence)?'.</p> <p>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. Why legal English is so difficult – after understanding this it will be easier to study it in this course. 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.</p>	45:00
2	<p>Using the active voice in both your spoken and written legal communication. Speak and write legal English like a native English speaker.</p> <p>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. The meaning and use of old-fashioned English such as hereby, thereby, whereby, herewith, therewith, herein, therein, wherein, etc. Avoiding confusion between them.</p> <p>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.</p>	45:00
3	<p>Writing with verbs and avoiding nominalisations (using the nouns for the process, rather than the verb). The correct legal meanings of the words 'shall' and 'may' and more precise modern alternatives to use in legal communication.</p> <p>Legal Latin Pt 1/4. The meaning of some of the hundreds of Latin words and expressions used in legal English.</p> <p>Legal prepositions Pt 1/5. Practicing the use of basic prepositions in general legal writing and legal documents.</p>	45:00
4	<p>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.</p> <p>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.</p> <p>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).</p> <p>The standard structure of an advice letter to a client.</p>	45:00
5	<p>Vocabulary and techniques to use when comparing and contrasting legal ideas and information for clients and non-lawyers.</p> <p>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.</p> <p>The most popular idiomatic legal phrases and their meanings. Their correct legal meaning with examples of how to use them.</p> <p>How to summarise legal information to explain a complicated legal point in a simple, understandable way using plain English.</p>	45:00
6	<p>The legal vocabulary and informal conversational English expressions to use when giving informal legal advice face-to-face to a client, etc.</p> <p>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.</p> <p>Legal prepositions Pt 2/5. Practicing the use of more difficult prepositions in legal writing and legal documents.</p> <p>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.</p>	45:00
7	<p>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.</p> <p>Legal phrasal verbs Pt 2/4. The meaning and use of more advanced legal phrasal verbs (subject to, pursuant to, inclusive of, etc).</p> <p>The correct structure, tone, and vocabulary to use when writing an inter-office email. How politeness creates distance between employer/employee.</p> <p>How to structure and sequence information in written texts and conversation to explain legal ideas and other legal matters to clients and non-lawyers.</p>	45:00



8	<p>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.</p> <p>The names, meaning and use of the different clauses used in sales contracts.</p> <p>Negotiating agreements. Preparation for and vocabulary of negotiation.</p> <p>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.</p>	45:00
9	<p>Legal prepositions Pt 3/5. Practicing the use of difficult legal prepositions in legal writing and legal documents.</p> <p>Legal vocabulary Pt 3/5. The vocabulary to use for contracts formation, assignment, remedies for breach, sale of goods, and warranties.</p> <p>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.</p> <p>Legal phrasal verbs Pt 3/4. The meaning and use of more advanced legal phrasal verbs used in contract and legal documents.</p>	45:00
10	<p>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.</p> <p>The meaning and use of vocabulary to describe court orders and court actions in litigation and arbitration.</p> <p>Cohesive writing – how to construct your paragraphs so that the ideas flow from one sentence to the next.</p> <p>The appropriate legal language to use when interviewing or speaking with clients, including asking questions and giving advice.</p>	45:00
11	<p>Legal word formation. How to perform adjectives, verbs and nouns from the root of the same legal word. E.g. administer, administration, administrator.</p> <p>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.</p> <p>Legal prepositions Pt 4/5. Practicing the use of multi-word legal prepositions in legal writing and legal documents.</p> <p>Legal vocabulary Pt 4/5. The meaning and use of vocabulary of charges, debentures, mortgages, loans and security for loans.</p>	45:00
12	<p>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.</p> <p>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.</p> <p>How to write follow-up correspondence to a client. Tone, vocabulary and structure of the text.</p> <p>The standard structure of a commercial contract. What order do you write the clauses in?</p>	45:00
13	<p>Meaning and use of warranties, representations, covenants, indemnities and guarantees in contracts.</p> <p>Meaning and use of liquidated damages clauses including when to use them and how to write them.</p> <p>The meaning and use of the most popular and frequently used boilerplate clauses in contracts.</p> <p>The use of the Present continuous and the Infinitive of verbs in legal English – which tense is the correct one in different situations.</p>	45:00
14	<p>How to structure sentences to emphasise specific words and pieces of information.</p> <p>Legal vocabulary Pt 5/5. Employment Law and Employment Tribunals: Essential vocabulary for lawyers and professionals working in this area of the law.</p> <p>Legal prepositions Pt 5/5. Practicing the use of multi-word legal prepositions in legal writing and legal documents.</p> <p>How to structure and write advice memos and emails, including structure, tone and vocabulary.</p>	45:00
15	<p>How to improve your legal English sentences by avoiding the use of provisos – phrases beginning with the words, 'provided that', 'provided however that' etc.</p> <p>How to prepare a court brief – how to prepare the evidence and papers for a court case or arbitration.</p> <p>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.</p> <p>60 legal writing and general legal communication tips.</p>	45:00