



## Course: Legal English Course

### Course type: Pre-recorded lessons

Les No	Content / Syllabus	Duration
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



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



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.	10:40
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