



ENGLISH FOR LAWYERS

Lawyers use language with particular care. They need to be certain that they can communicate accurately and understand precisely what they read or hear. They cannot afford to make mistakes. The course meets this specialised need and is equally suitable for practising solicitors and lawyers working in a commercial context. The networking value of this course is also important. Participants often make friendships of lasting professional value.

COURSE CONTENT

The course is designed to develop participants' language and communication skills in a range of legal contexts. The course focuses on active speaking and writing skills and communication strategies. The key language and skills you will learn in the course include:

- legal vocabulary expansion
- giving presentations
- effective communication skills for meetings and negotiations
- effective participation in discussions
- written communication including email, reports, formal letters and contract clauses
- effective telephoning skills
- hosting visits, socialising
- listening skills

LANGUAGE ABILITIES

Typical activities that you will participate in will include:

- taking part in simulated meetings and negotiations
- drafting examples of contracts
- giving legal advice: for example describing the process of litigation to a foreign client, role-playing real life
- communicative situations such as greeting visitors, making arrangements by telephone and socialising
- making a presentation on a legal topic of your choice

There are opportunities to learn about aspects of English, EU or American law and their legal system, depending on the school. It is not a law course as such, but such subjects may be a content of case studies. There are also extensive reading materials available if students wish to research particular areas of law in their own time.

BENEFITS

By the end of the course you will be able to:

- communicate much more confidently in legal situations
- negotiate contracts more effectively and with more confidence
- use specialised legal vocabulary and contract drafting language more effectively
- participate in meetings or seminars with confidence
- speak more accurately and fluently
- use the telephone for effective communication
- socialise and network confidently
- work successfully in a cross-cultural environment

KEY FACTS

- intensive programmes for lawyers working in a commercial context
- a law degree is not absolutely necessary, but participants must have practical experience in law (e.g. paralegal workers, corporate managers)
- the course is not suitable for students

YOUNG LAWYERS

This three-week course is for newly qualified lawyers and law students to give them the specialised language skills they will need for their careers. The content is varied and includes input from practising lawyers, visits to law firms and to the courts when in session to ensure that participants experience the language in action.