

English for Lawyers

Helping lawyers to work effectively in an international setting

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Course Summary

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
- giving presentations
- written communication including email, reports, formal letters and contract clauses
- effective telephoning skills
- hosting visits, socialising
- listening skills

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 and EC law and the English legal system **but it is not a course in law**. There are extensive reading materials available if students wish to research particular areas of law in their own time.

BOA LINGUA AG

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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

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We offer the following course modules:

- London:** 1-week English for Lawyers
(30 hours / week. Monday – Friday 9.00 – 12.30 and 13.45 - 17.00). Min. age 25. Max. participants 6. Upper intermediate level of English (B2) required. Fixed start dates (8 times per year).
- York:** 1-week English Combination Course for Lawyers
(15 lessons Executive Course focusing on Interactive Communication Skills, plus 15 or 20 lessons private tuition / week focusing on specific professional needs for lawyers, Monday - Friday 8.00 resp. 9.00 - 12.15 and 13.45 – 17.00). Min. age 23. Max. participants 6. Low intermediate level of English (B1) required. Fixed start dates (30 times per year).
- Canterbury:** 1-week English Combination Course for Lawyers
(15 lessons Executive Course focusing on Interactive Communication Skills, plus 15 lessons private tuition focusing on specific professional needs for lawyers, Monday - Friday 8.45 – 12.00 and 13.30 – 16.45). Min. age 25. Max. participants 4. Low intermediate level of English (B1) required. Start dates all year round.
- Torquay:** 1 or 2 weeks English Combination Course for Lawyers
(15 lessons Executive Course focusing on Interactive Communication Skills, plus 15 lessons private tuition focusing on specific professional needs for lawyers, Monday - Friday 8.40 – 12.00 and 13.20 – 16.40). Min. age 23. Max. participants 4. Low intermediate level of English (B1) required. Start dates all year round.
- New York:** 1-week English for Lawyers
(15 hours / week. Monday – Friday 14.00 – 17.00). Min. age 21. Max. participants 5. Upper intermediate level of English (B2) required. Fixed start dates (5 times per year).

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This course is usually combined with an Executive course (15 hours / week) in the mornings.

You might combine these courses with any Professional or Executive course.

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Key Facts

- intensive programmes for lawyers working in a commercial context.
- participants must have practical experience in law. The course is NOT suitable for students.

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