

PRACTISING LANGUAGE SKILLS IN A LEGAL CONTEXT

A COURSE FOR INTERMEDIATE LEVEL ENGLISH SPEAKERS

City University - Northampton Square, Londra

18 – 22 LUGLIO 2016

Lunedì, 18 luglio 2016

WRITING LETTERS AND E-MAILS

LEZIONE. *Client Engagement letters*
How to structure, how to style
Formal and Informal
Sentence writing
Expressions, collocations

WORKSHOP. *Language Register*
Formal style
Tips to make more formal

Martedì, 19 luglio 2016

WRITING LETTERS AND E-MAILS

LEZIONE. *Grammatical aspects of Legal English*
Lexis /Latin and French
Active and passive voice
Phrasal verbs
Obligations
Modal verbs of permission
Prefixes and suffixes
Conditional sentences

WORKSHOP. *Tense review*
Reported speech
Advising clients
Clarification and reformulation
Explaining and detailing

Mercoledì, 20 luglio 2016

WRITING INTERNAL DOCUMENTS

LEZIONE. *How to write: CASE STUDY*
Use of memoranda, e-mails and attendance
notes in relation to a certain case
-Style of emails
-Abbreviations
-Tips for emails to be short and -precise
-Tips for less formal

WORKSHOP. *CASE STUDY continued :*
-Punctuation
-Uncountable nouns
Small talk and networking
Introducing yourself
Talking about topical issues
Debates and discussions

Giovedì, 21 luglio 2016

DRAFTING LEGAL AGREEMENTS

LEZIONE. *Contractual language*
General principles
Contract terms
Drafting clauses
Reading comprehension (contracts)
Conditionals

WORKSHOP. *Drafting an agreement based on Heads of*
Terms
Negotiation - basic principles - negotiating
terms of a contract

Venerdì, 22 luglio 2016

DRAFTING LEGAL AGREEMENTS

LEZIONE. *Contract focus – CASE STUDY*
Different types of contracts
Parties
Terms and conditions
Drafting agreements

WORKSHOP. *CASE STUDY continued*
Drafting clauses
Negotiation II

Quota d'iscrizione: € 600,00

Crediti formativi: N. 20

Per ulteriori informazioni rivolgersi alla Segreteria della Scuola Superiore dell'Avvocatura
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