

At the beginning of the course the teacher will conduct a needs analysis to establish which areas of legal English are most relevant to those students attending the course.

Generally speaking, you will study the following language and topic areas and be able to do the corresponding actions (I can...). However, please remember that this list may change based on the needs of those students attending your course.

The outline below represents what has been the most popular choice of study in previous courses.

Module	Topic areas	Language aims	I can...
2	Introduction to company law: key terms formation of a company (UK and US) corporate governance	Using shall and may Structure and language used in a letter of advice/ legal opinion (research-based task) Giving an informal presentation on a company-related topic	<ul style="list-style-type: none"> Understand and describe the main concepts regarding company formation and management Compare and contrast different types of business entities and liabilities associated with them Write a letter of advice/ legal opinion

4	Fundamental changes in a company: Key terms The acquisition process (types/ due diligence/ terms/ variations) Spin-offs (US jurisdiction) Shareholder rights	Using sequencing words Using collocations Using standard phrases for opening and closing letters and emails	<ul style="list-style-type: none"> Explain a company procedure Write the minutes of a meeting Write a letter of response to a shareholder
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Note: the unit will also include various case studies where you will have the opportunity to practise the use of terminology and understanding of company legislation/procedures

<p style="text-align: center;">11</p>	<p>Intellectual property rights:</p> <p>Key terms</p> <p>Types of IP rights</p> <p>Confidential information</p> <p>E-commerce</p>	<p>Discourse markers (how to begin a sentence)</p> <p>Paraphrasing in plain language (explaining legal concepts in a manner that is easily understood by the client)</p> <p>Phrases used in a discussion to express your own ideas and opinions in English</p>	<ul style="list-style-type: none"> • Discuss issues concerning IP rights • Explain IP procedures to a client • Write a memo on IP aspects as part of the preparation for a case
<p style="text-align: center;">16</p>	<p>Transnational commercial law:</p> <p>Key terms</p> <p>Jurisdiction in commercial disputes</p> <p>Alternative Dispute Resolution/ Mediation</p> <p>Arbitration</p>	<p>Linking ideas in a text</p> <p>Legal drafting</p> <p>Planning the contents and structure of a letter</p>	<ul style="list-style-type: none"> • Give a presentation on different aspects of international law • Plan, structure and write a letter in an appropriate style with regards to the recipient • Understand different types of ADR/ participate in a mediation • Understand different aspects of arbitration: fact analysis and drafting
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Application of contract law</p>	<p>Key terms</p> <p>Is there a contract?</p> <p>Contents of a contract</p> <p>Remedies for breach of contract</p> <p>Performance and discharge of a contract</p>	<p>Revision of terminology related to contract law</p>	<ul style="list-style-type: none"> • Read and comprehend case law on contracts/ apply the law to factual situations • Identify legal, factual and practical issues involved in contract formation/ breach/ remedies • Explain and discuss rules governing contract law