



Arabian Institute For Training

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# TOLES Foundation Certificate in Legal English Skills

## Why Attend

- Legal English is a different language from general English. Just as lawyers in any particular country write in a different language from other people in that country, so do English lawyers. Sentences are often structured differently in legal English.
- The words lawyers use are often centuries old and no longer commonly used in general English. New prepositions must be learned and practiced. When reading a commercial contract or a letter, there is new technical vocabulary to understand on every page.
- This course is designed to look at authentic rather than artificial legal context. For this reason, there is a strong focus upon practical and authentic tasks, and upon candidates having a good grasp of terminology from the outset.
- The course takes account of significant language reforms in the English legal system and the legal profession's continued movement towards clearer use of English as recommended on Legal Practice courses at all major UK universities and legal training centers.
- The Test of English Legal English Skills (TOLES) governing body is a member of the International Division of the Law Society of England and Wales. Multi-national companies such as Allen & Overy LLP, Baker and McKenzie, PWC, KPMG, Sony Ericsson, European Court of Justice, European Central Bank and many more use TOLES training and exams to prepare their law professionals whose first language is not English for the international legal challenges.
- On the final day of the course, participants will take their TOLES Exam to earn the TOLES Foundation Certificate in Legal English Skills.

## Course Methodology

- The course consists of group discussions as well as individual and team tasks. There will be writing exercises and practice exams at the end of each day, culminating in sitting the TOLES Foundation Exam on the final day of the course.

## Course Objectives

By the end of the course, participants will be able to:

- Apply correct legal vocabulary when communicating with clients/law professionals and will be familiar with modern legal writing style
  - Recognize common mistakes in English and will be able to identify accurate prepositions and collocations within a legal context, particularly within the context of written contracts
  - Differentiate between the English legal system and the American legal system
  - Recognize improvements in their reading and comprehension skills of legal documents and demonstrate accurate written solutions within a legal context
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## Target Audience

- This course is useful for law and legal professionals, translators, contract assistants and managers who already possess good general English and are now acquiring legal vocabulary, as well as those who are required to obtain a TOLES certification by their organization.

## Target Competencies

- Legal vocabulary and grammar
- Legal communication
- Legal comprehension skills
- Formal written contracts

### The Legal Profession

- Working in law
- Making a claim in civil court
- Areas of law
- Vocabulary check
- TOLES Foundation Exam practice
- The Language of Banking
- A new bank account
- Working in a bank
- Loans
- Vocabulary check
- TOLES Foundation Exam practice

### The Language of Contract Law

- A contract case
- More about precedent
- The elements of a contract
- The end of an offer
- What is consideration
- Contract and statute
- Going to court

### The Language of Employment Law

- Being an employer
  - An employment contract
  - How can an employment contract end?
  - Acting for an employee
  - Acting for an employer
  - An employment case
  - Vocabulary check
  - TOLES Foundation Exam practice
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## The Language of Tort Law

- What is the Law of Tort?
- Types of Tort
- The duty of care
- More about negligence
- A famous case in English law
- Vocabulary check
- TOLES Foundation Exam practice

## Understanding Contracts – Part 1

- The style of written contract
- Understanding formal expressions
- Understanding technical words
- Understanding archaic terms
- Understanding some common words
- The structure of a contract
- Vocabulary check
- TOLES Foundation Exam practice

## The Language of Business Law

- Sole traders
- Partnerships
- A partnership agreement
- Limited liability partnerships
- Companies
- Public and private limited companies
- Incorporating a company
- Vocabulary check
- TOLES Foundation Exam practice

## Modern Letter Writing

- The layout of a letter
  - Dates
  - Complimentary close
  - References
  - Subject lines
  - The body of a letter
  - Putting a letter together
  - The register of letter writing
  - Typical sentences in legal letters
  - TOLES Foundation Exam practice
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## The Language of Company Law

- Who runs a company
- Areas of company law
- Directors
- Company meetings
- Company finance – a case study
- Closing a company
- Insolvent companies
- Vocabulary check
- TOLES Foundation Exam practice

## Understanding Contracts – Part 2

- Some typical contract clauses
- Some important commercial vocabulary
- Termination clauses
- Intellectual property clauses
- Warranty, indemnity and force majeure clauses
- Vocabulary check

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