



Legal English

This programme – subject to availability – may be offered at the following INTO centres:

- INTO London World Education Centre London

Please note that:

- Minimum age is 21 + years, with trainees all having a legal background
- This is closed group training, with participants at this centre needing to be of the same level of English language ability at the start of the programme. We offer two streams
 - For legal professionals at Intermediate + level (CEFR B1)
 - For legal professionals at Upper-Intermediate level (CEFR B2)
- A minimum number of 9 trainees, of the same level, is required to run this programme

1) About INTO

Thank you for choosing INTO for your language development and training needs. INTO is a rapidly growing network of university-based study centres, offering new and higher quality standards of English language training, alongside preparation for undergraduate and postgraduate degrees in the UK, US and China.

Combining the resources of the best universities in the world with major independent investment, INTO Centres deliver a world-class educational and cultural experience for international students, with fast, effective and assured progression to university degree courses, creating an unforgettable student experience.

2) Structure of the Programme:

This is an English language programme, designed to develop students' general English language skills and competencies, in a legal context. The programme includes legal case studies, communication strategies, meeting skills, negotiations and networking English. We also cover the general language skills that will help students to communicate effectively in a wide range of formal and informal situations. The vocabulary covers civil law (including contract law), EC law and criminal law.

The course will run for a period of 20 lessons (20 contact hours) per week, between Monday and Friday. Please note that INTO Centres deliver university-style training, with lessons taking place between 0830 to 1830.



3) What students study

Module

English for Law

A programme of 20 hours per week will include:

- Speaking activities including case studies in legal problems and various aspects of the legal process; negotiations.
- Vocabulary expansion: particularly relating to commercial law, contracts and describing legal concepts.
- Grammar: revision of some of the most important grammatical aspects of the language, practised within a legal context.
- Listening comprehension: with live speakers; by using audio and video interviews with lawyers or legal experts.
- Negotiating skills: important for lawyers as they become increasingly involved in the commercial process.
- Communication skills: key language skills used in discussions, negotiations, conflict and dealing with difficult situations.
- Networking English: basic situations such as business hospitality, travelling, inviting, advising, apologising; more advanced situations demanding tact and careful presentation.
- Using the telephone effectively.

The programme will also include:

- One subject-related visit to legal London per week, being a civil or criminal court if available, or the Old Bailey
- One guest speaker per week, from either the legal profession or from university faculty

INTO Support:

We offer a complete package; ensuring trainees have everything they need for a successful and enjoyable period of training with us.

- An introduction to the centre support team, including accommodation and welfare staff.
- Detailed information on the centre, areas of local interest, and facilities available
- Free access to internet and email facilities, and our library and multi-media self-access centres
- Induction to our modern Self-Access and resources helping the trainees to continue their learning in their free time, with expert, personalised recommendations for self-study outside the classroom
- Dedicated student support and welfare services, including a full package of travel and medical insurance, outlined in the quotations below.

Course design and tutoring:

- Welcome talk and orientation on arrival
- Placement test and individual assessment of language level and needs
- Exceptional and highly qualified teaching teams, experts at motivating students. Many of our trainers are DELTA qualified or equivalent.
- All students have full access to the support, study resources and facilities in our centres. These include:
 - Expert, personalised recommendations for self-study outside the classroom, in our modern self-access centres.



Effective English Advisers



- Counselling with our Academic and teaching team.
- Full use of our library and multi-media self-access centres
- Attendance Certificate – issued by the university – recommendations for further study, final diagnostic report.

Course objectives & outcomes:

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

- communicate much more confidently
- speak more accurately and fluently
- show improvement with grammar and structure
- engage and lead more effectively in meetings
- have an increased range of vocabulary, for a wider range of situations
- be able to socialise in English more effectively

Sample timetable:

The table below provides a sample of what the weekly timetable may look like. Please note that this is a sample only and is negotiated around the level and needs of the group, with lesson times subject to change.



Time	Lessons 1 and 2 – 0830 to 1030	Lessons 3 and 4 – 1330 to 1530
Monday	<u>Vocabulary & Speaking:</u> Types of crime Vocabulary and discussion	<u>Reading & Vocabulary:</u> Giving legal advice The work of a Solicitor Preparing a Brief
	<u>Grammar:</u> Grammar Workshop Dealing with difficult legal texts	<u>Vocabulary & Speaking:</u> Negligence Civil Law Case Studies
Tuesday	<u>Homework Check:</u> Vocabulary & Speaking: Work and employment law	<u>Grammar:</u> The passive voice
	<u>Speaking:</u> Talking about your job or your ideal job	<u>Writing:</u> How to write a report
Wednesday	<u>Grammar:</u> Using conditionals to talk about actions and consequences (Past and present)	<u>Discussion:</u> Property Law Conflict of Law Competition
	<u>Vocabulary & Listening:</u> Finance and Tax Law Case studies	<u>Language feedback</u> Issues in Commercial and competition Law
Thursday	<u>Listening & Pronunciation:</u> Understanding connected speech/Sounding more natural	<u>Vocabulary & Speaking:</u> Comparing Criminal Procedure: UK/EU
	<u>Listening:</u> Courts of Law Prosecution and Defence	<u>Blended Learning:</u> Contracts Drafting
Friday	<u>Weekly Grammar and Vocabulary Review</u> (Competitive Team Activity)	<u>Lecture:</u> British Legal System
	<u>Vocabulary & Speaking:</u> Civil law – rules and practices	<u>Language input/ Skills development:</u> The language of presentations Giving effective presentations
Break Lunch		
		<u>Pronunciation:</u> Sentencing
		<u>Special Focus Elective:</u> EU Case Studies Social English
		<u>Social English:</u> Being more polite and diplomatic
		<u>Homework:</u> Grammar consolidation: Comparative structures
		<u>Role-play simulation:</u> Employment law/case studies Language feedback
		<u>Guest Speaker</u> Q&A Session Review
		<u>Social English:</u> Meeting people in formal situations
		<u>Homework:</u> Writing: Report Guest Speaker
		<u>Tutorial:</u> Individual assessment of progress Self-Access Study Plans Independent study skills Pastoral Care
		<u>Special Focus Elective:</u> Visit to Law Courts <u>Homework:</u> Prepare Presentations
		<u>Homework:</u> Reading: Case histories Writing: Preparing a brief
		<u>Grammar & Speaking:</u> Giving legal advice Dispute resolution
		<u>Homework:</u> Vocabulary Review and work
		<u>Discussion:</u> Negotiation – commercial law (Sale and purchase) Employment Law – using the telephone
		<u>Special Focus Elective:</u> Formal letters and emails Contracts
		<u>Group presentation:</u>
		Language feedback and presentation analysis
		<u>Homework:</u> Diagnostic review of presentations



Please note that the outlines above are sample programmes only, all subject to availability on confirmation of final dates and acceptance of fees schedule for project delivery.

4) Conditions for delivery of the programme

- Prior to confirmation of course dates, this quotation confers no guarantees, nor allocation of space and is a guide to cost only, and is subject to availability
- Prices and fees outlined below are based on the size of the total group (minimum of 9 students), and are subject to review should the number of applicants be fewer or higher
- Applicants should be Intermediate + level at the start of the programme; students arriving at a lower level may be taught in General English classes as an alternative, or offered 1:1 tuition (at supplementary charge).

QUOTE 1 – HOMESTAY ACCOMMODATION		Price per student
ITEM	DETAILS	
Centre	INTO London World Education Centre	
Number of students	Minimum 9 per group	
Period of Study	2 weeks, January or February 2014	
General English Programme	2 weeks 20 hours per week, Monday to Friday <u>Closed group</u>	£820.00
Registration fee	£50.00 waived	Waived
Accommodation	4 weeks Sunday Arrival Saturday Departure <u>Superior Homestay accommodation – single room, shared bathroom, half-board meals</u>	£410.00
Meal Plan	Includes breakfast and dinner each day.	Included
Social & Activity Programme	rogramme includes 2 x guest speakers and 2 x half-day visits to courts of law, or related activities	Included
Insurance	Package of travel and medical insurance (cover is obligatory)	£48.61
Transfers	From London Heathrow on arrival and departure	£130 (based on two sharing)
Included in Fees	-All textbooks and course materials -Level assessment and needs analysis -Leaving Certificate and progress report -Free wi-fi and computer access at centre	Gratis
Total		£1408.61