

Introduction to Teaching English for Legal Purposes
6 – 10 September 2010 Venue: Römer Villa, Neu-Ulm / Germany



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Demand has never been so great for teachers of English for Legal Purposes. Why?

- English is the lingua franca of the international legal community.
- European university law schools often require their students to study at least one course in language for legal purposes. Most students choose English.
- Business people are increasingly required to have a working knowledge of Legal English.
- The new Cambridge International Legal English Certificate has led to a huge increasing in the number of courses in Legal English offered by private language schools, individual trainers and institutions of higher and further education.

Your trainers



Ken Raphael

US attorney
Professor at the
International
University in Geneva



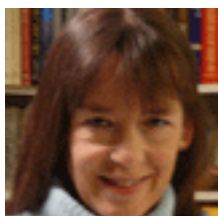
**Dorte G.A.
Engelhardt**

Head of Legal English
language training
at the Ernst-Moritz-
Arndt University in
Greifswald



James Faulkner

Head of languages at
Bucerius Law School
in Hamburg



Alison Wiebalck

BA LLB LLD (CELTA)
Director
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Matt Firth

University of
St. Gallen.
Course Director

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Course Outline

Day 1: Kenneth Raphael, BA, JD, CELTA (International University in Geneva & Moscow State University Faculty of Law, Geneva)

Session 1

Types of law: an overview

The first session is devoted to a general discussion of English for Legal Purposes. Among the subjects discussed are different types of law (i.e., commercial, criminal and administrative) and the terminology associated with these areas. In addition, attendees will be introduced to the vocabulary of some of the most commonly used Legal English terms.

Session 2

Speaking: initial contacts

Lawyers meet clients and potential clients in a variety of social and professional contexts. Attendees discuss the particular challenges of establishing business relationships for lawyers within these contexts and engage in role plays involving how to meet and interview people. Also discussed is how lawyers should introduce a case in English, both to clients and fellow lawyers.

Session 3

Speaking: meetings and negotiations

Lawyers are required to attend meetings with, and on behalf of, clients. They are also called upon to negotiate different types of transactions. These issues are particularly challenging when done in English by a non-native speaker. This session discusses common language and cultural issues faced in meetings and negotiations. Meeting and negotiation role plays are included.

Session 4

Writing in legal contexts (1)

Written communication is an important part of legal practice. Lawyers are called upon to write in many different forms, including emails, memos, letters and memoranda of law. Each of these forms is discussed in a legal context. Also discussed are confidentiality warnings and plain English versus legalese.

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Day 2: Dorte G. A. Engelhardt, M. A. (Norwich) (Ernst-Moritz-Arndt-University Greifswald)

Session 1

Course design and materials development

In this slot we will first cover some general aspects that need to be considered when designing a legal English course. We will revise essential criteria and processes in course design, such as collecting information on students' experience and needs, setting learning objectives and content and selecting methods, materials and media during the macro- and micro-planning of courses. We will focus on various processoriented approaches to language learning and how they can be utilized in ELP. Once the course design has been completed, the next step is to select and develop the appropriate materials. Issues to be covered here include authenticity and the distinction between authenticity of input materials and procedural authenticity, materials adaptation vs. materials development and teacher- vs. learner-generated materials in ELP. Besides revising elements which are relevant for course design and materials development of any language course, a major objective of this as well as the other slots is how to utilize these elements and processes in designing law-related language courses and, in addition, explore elements and procedures which might be specific to ELP courses only.

Sessions 2 + 3

Working with texts and legal documents (Focus: Reading skills)

These slots will start with collecting the types of legal texts and documents law students and practitioners are confronted with. We will look at criteria for selecting texts for ELP, which are in fact closely connected to the purpose of reading in ELP. We will contrast general reading strategies with text-specific reading skills and strategies. After the introductory part we will first concentrate on reading and understanding the law, i.e. case and statute law. In addition, the task of reading, understanding and answering problem solving questions will be covered. The second slot will start with how to use law text books and official websites of governmental bodies, law firms and universities in ELP and thus acquire background information on substantive and procedural law. The major part of the second slot will focus on reading and understanding legal documents, such as memoranda or articles of association, and legal correspondence.

Session 4

Video and films in ELP

The final slot will start with brainstorming the reasons for using (authentic) video in ELP and types of (authentic) video that can be exploited in ELP. It will be highly practical in that participants will watch and work with extracts from various types of commercial films, for instance "Witness for the prosecution" (1957), or law lectures and interviews. Participants will also reflect on whether and how learners can benefit from utilizing these materials in language teaching and learning, for example in relation to acquiring content knowledge and developing one's language skills.

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Day 3: James Faulkner, MA, LLB (Bucerius Law School, Hamburg)

Sessions 1-4

Writing in legal contexts (2): drafting contracts in English. This session will begin with a presentation on how law, language and business factors interact in drafting. We then look at the structure of an agreement (the principal types of clause and their function, critical linguistic criteria for drafting, methods of interpretation).

By means of a case study we will explore the basic concepts of drafting in a business situation from the practical viewpoint. We will also analyse a distribution agreement from the drafting perspective.

We will also take a closer look at the linguistic concepts of obligation (personal & impersonal); prohibition; discretion; condition; policy; ,efforts', again relating language to business situations and requirements.

On the legal side we look at selected Anglo-American legal concepts as a background to drafting foreign contracts in English, using German contracts as an example. These concepts will include: legal remedies for breach, consideration and the ,deed'; liquidated damages / penalty; representation and warranties, or exclusion of liability.

This will be a practical workshop with examples of exercises and advice on the finer points of drafting using expressions for ,time', ,money', ,efforts', as well as issues of punctuation, the use of expressions like ,such', ,by/until' etc.

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Day 4: Alison Wiebalck, BA, LLB, LLD, CELTA (Freelance, Zurich)

Session 1

Teaching Legal English: an introduction

This is a practical interactive workshop which looks at why the language of law is the way it is and how we can help our students to read and understand complex legal texts but still write plainly. We will be looking at, and doing exercises on, the most challenging features of legal English and suggesting ways to tackle them.

Session 2

Teaching Legal English as a non-lawyer

What sort of qualities and qualifications does the perfect legal English teacher possess? There is certainly no need for you to feel intimidated - your students can only benefit from your English language skills. We will be taking a look at what our students' legal English needs are and how we can meet them.

Session 3

An overview of commercially available resources for teaching legal English, and resource management

Compare notes on collecting and collating the wealth of resources at our disposal.

This workshop identifies just what sorts of materials and other resources are available, and explores the challenges in their effective management. Input from course participants and teacher trainer alike promise an informative and practical workshop.

Session 4

Extra-legal skills

In this last session of the day we take a look at the need to raise our students' awareness of the potential faux pas awaiting them in the English speaking world. We'll identify what sort of extra-legal skills your students might need to know, what kinds of teaching aids are available and how we might use them.

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Day 5: Matt Firth, MA (TEFL), LLB, CELTA (University of St. Gallen)

Session 1

Teaching for the ILEC: text types

The ILEC exam requires candidates to produce two texts: a piece of legal correspondence and a memorandum of law. This session will demonstrate ways that these text types can be taught communicatively in an ILEC preparation course.

Session 2

ICT in legal English

This session will introduce participants to a wide range of online materials for teachers and students of legal English, both commercial and non-commercial. We will begin by examining how the Internet can be used effectively as a source of authentic texts for materials design. We will then look at designing and working with online research tasks, and finish off with an overview of popular web-based activities for legal English.

Session 3

Designing short case studies

Case studies are especially good for teaching legal English as they expose learners to a variety of authentic texts with which they must work to produce an end result (successful meeting or negotiation, follow-up letter, memorandum of law etc.). Using authentic materials, participants will have the opportunity to plan their own short case studies for classroom use. We will also discuss how students can be encouraged to design and present such materials as an interesting alternative to student presentations.

Session 4

Tried and tested: popular 5-minute activities

During this final session we will look at some popular 5-minute activities for legal English classes. These activities will cover the four skills, plus language work, and are ideal as warmers, fillers or energizers. There will also be time to discuss some of the participants' own successful activities and task-types, and how these can be adapted to suit particular teaching contexts.

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Course Objectives

Introduction to Teaching English for Legal Purpose has been developed by five of Europe's leading Legal English trainers to provide a comprehensive introduction to teaching Legal English. Drawing on years of experience in the fields of commercial law, litigation, advocacy, legal education and Legal English, the course focuses on teaching the practical English language skills required by lawyers practicing in an international environment.

The course is suitable for experienced teachers of Legal English as well as teachers of English as a Foreign Language interested in moving into this rapidly expanding field of English for Specific Purposes. It is the ideal training course for teachers keen to develop their teaching skills, learn new techniques, meet new colleagues and work with high quality materials designed exclusively for Introduction to Teaching English for Legal Purposes by widely published and respected Legal English writers and teacher-trainers.

Our trainers are all of the firm belief that the role of the teacher of Legal English is to teach the English language skills needed to function effectively in the international legal community. Our role is not to teach the laws of common law jurisdictions. We are teachers of Legal English, not teachers of law. No knowledge of law is necessary to participate effectively in the course, and no assumptions will be made as to participants' understanding of civil and common law legal systems. However, as with all areas of ESP, an interest in our learners' work as legal practitioners is a prerequisite for success.

The course designers are all members of the European Legal English Teachers' Association (EULETA), the world's leading professional organization for Legal English teachers.

EU funding (Comenius)?

More details are available at: www.legal-english.biz/pdf/Comenius.pdf

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Comenius & Grundtvig Funding

Important: The Pyramid ITEL P course (6th - 10th September 2010) has the following reference number:
DE-2010-983-001

Comenius

Part of the Lifelong Learning Programme (2007 - 2013), Comenius seeks to develop knowledge and understanding among young people and educational staff of the diversity of European cultures, languages and values. It helps young people acquire the basic life skills and competences necessary for their personal development, for future employment and for active citizenship.

How to apply for Comenius funding?

http://ec.europa.eu/education/comenius/doc854_en.htm

For those based in Germany, please also have a look at the following website: www.kmk-pad.org
- if you are based in other countries, please contact your own national organisation for more information.

Grundtvig

Launched in 2000 and now part of the overarching Lifelong Learning Programme, Grundtvig aims to provide adults with ways to improve their knowledge and skills, keeping them mentally fit and potentially more employable. It not only covers learners in adult education, but also the teachers, trainers, education staff and facilities that provide these services. These include relevant associations, counselling organisations, information services, policy-making bodies and others involved in lifelong learning and adult education at local, regional and national levels, such as NGOs, enterprises, voluntary groups and research centres.

Grundtvig - How to participate?

http://ec.europa.eu/education/grundtvig/doc868_en.htm

Candidates wishing to apply for an in-service training grant for a course:

<http://ec.europa.eu/education/trainingdatabase/>

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Registration

registration@legal-english.biz or
Fax +49 731 397 69 77

Registration form

Yes, I would like to participate in the Introduction to Teaching English for Legal Purposes course from 6 – 10 September 2010 in Neu-Ulm, Germany.

I am interested in receiving updates on seminars and courses organised by The Pyramid Group (please tick the box).

Name / First Name

Company / Institution

Street

Postcode / Town / Country

Tel.

Fax

E-Mail

Website

Date / Signature

Minimum number of participants required: 8

Enquiries and information

Tel. +49 731 397 69 76

Fax +49 731 397 69 77

seminar@legal-english.biz

Registration process

Fill in the form and send it to:

The Pyramid Group / Seminar Registrations

Eberhardtstraße 58 • D-89073 Ulm

Fax +49 731 397 69 77 • registration@legal-english.biz

Date and Venue

6 – 10 September 2010

Course Fee

The € 990.00 course fee (+19 % MwSt. - € 118.10) must be paid in advance to the following account:

Sparkasse Ulm / Germany

Paul East

Kontonummer 21081888

Bankleitzahl 63050000

IBAN DE95 6305 0000 0021 0818 88

The fee includes documentation, lunch and coffee breaks.

EULETA members: € 950.00 (+19% MwSt. - € 180.50)

Participants from outside of Germany do not pay MwSt.

Travel Directions

Airports: The closest airports are Stuttgart and Munich

Train: Click [here](#) to go to the Deutsche Bahn website

Venue: Click [here](#) to go to a map of Neu-Ulm

Zimmerreservierung

The Römer Villa has a large range of rooms available. Go to

www.roemer-villa.de for more details. Alternatively, please

book online via the Ulm/Neu-Ulm tourist office at

www.tourismus.ulm.de/hotel_index.dpx or contact

Susanne Baumann at baumann@tourismus.ulm.de

Tel. +49 731 161 2821

Course terms & conditions

The course fee must be paid within one week after registration has taken place unless otherwise agreed. Cancellation fee: 100 euros up to 30 days before the start of the course. If a cancellation notice is received less than 30 days but more than 15 days prior to the training date, the cancellation charge is 50% of the training fee. If a cancellation notice is received by the Training Registrar less than 15 days prior to the training date, the cancellation charge is 100% of the training fee. The Pyramid Group reserves the right to cancel the course at least five business days in advance of the course commencing. All course fees will be fully reimbursed. Court of Jurisdiction is Ulm. The Pyramid Group's General Terms and Conditions apply throughout.

The Pyramid Group offers a range of specialist English training with a particular focus on the following areas:

Legal English - a network of partners in 16 European countries, North Africa, Gulf States and Hong Kong. The highly experienced team of lawyer linguists offer a comprehensive range of customised Legal English seminars and workshops.

Technical English - featuring a unique modular technical English training concept specially designed for in-company training purposes.

Insurance English - Course Director, Peter Reynolds, an international insurance expert with over 30 years experience. He is an Associate of the Chartered Insurance Institute, London (A.C.I.I.).

Human Resources - Course Director, Pat Pledger MCIPD, is a long-term member of the Chartered Institute of Personnel and Development in the UK, having worked in and managed human resources in London for over 20 years.

Construction - customised seminars and workshops with Pyramid's expert team of trainers for architects and construction industry professionals.

Finance - all areas of financial English training for bank & financial institution executives and corporate finance/business managers.

Translations & Interpreting Services - in 58 languages. Pyramid has a worldwide network of over 250 translators and interpreters.

Blended Learning - in association with Pete Sharma Associates, the Pyramid Group offers a range of software/hardware training for teachers, teacher trainers, Directors of Studies and academic managers who wish to gain confidence and competence in using technology to support their teaching.

eBooks World - publishing services for those working in the education sector (ebooks and print-on-demand)

French Academy - language training for business professionals conducting business regularly with French speakers who wish to build rapport and strengthen relationships. The French Academy also offers a translation and interpreting service as well as intercultural seminars.

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Paul East

Paul East is the founder and managing director of The Pyramid Group which offers a range of specialist English training (ESP) as well as providing translations and interpreting in 58 languages. He is also the owner of eBooks World, an online publishing venture. He is the ELTAU Chair (English Language Teachers Association of Ulm/Neu-Ulm) and is also active as the President of the International Association of Technical English Trainers (IATET) which has members in 25 countries as well as being a board member of EULETA (European Legal English Teachers Association). Furthermore, he is on the board of BESIG - the world's largest Business English teachers association. Memberships include BVMW (Bundesverband mittelständische Wirtschaft Unternehmerverband Deutschland e.V.), Society of Technical History (Ulm), Toastmasters and Ulm/Neu-Ulm Marketing Club.