UNIT 1 – The practice of law

Bodies of law
Types of laws
Legal education: A call to the Bar
A lawyer’s curriculum vitae

Listening practice:
Documents in court
Lawyers
Law firm structure
Practice areas
Law firm culture

Speaking:
Explaining what a law says
Civil court systems
Describing a law firm

Language:
Types of courts
Persons in court
Legal Latin

Unit 2 – Company law; company formation and management

Introduction to company law
Memorandum of association
Limited liability Partnership Bill
Corporate governance

Listening practice:
Company formation
Forming business in the UK

Writing
A letter of advice

Speaking
Informal presentation; a type of company

Language
Key terms: Role in company management
Language use: Shall and may
Text analysis: A letter of advice
Unit 3 – Company law: capitalization

Introduction to company capitalization
Shareholders and supervisory boards
New legislation

Listening
A rights issue
Plain language

Writing
Summarising

Speaking
Paraphrasing and expressing opinions

Language
Key terms: Shares
Language use 1: Contrasting information
Language use 2: Common collocations (verb plus noun)
Text analysis: Understanding legalese

Unit 4 – Company law: fundamental changes in a company

Introduction to changes in companies
Spin-offs
The minutes of a meeting
Shareholder rights

Listening
Explaining legal aspects of an acquisition
A checklist

Writing
Standard phrases for opening and closing letters and emails

Speaking
Presenting a spin-off

Language
Key terms: Opposing concepts in company law
Text analysis: Beginning a presentation
Language use 1: Explaining a procedure
Language use 2: Collocations
Unit 5 – Contracts: Contract formation

Introduction to contract formation
A covenant
E-contracts

Listening
Negotiating
Contract negotiation

Writing
An informative memo

Speaking
Paraphrasing clauses
Role-play; negotiating an agreement

Language
Key terms: Defences to contract formation
Text analysis: Understanding contracts
Language use 1: Giving emphasis
Language use 2: Negotiating expressions
Language use 3: Adverbs

Unit 6 – Contracts: remedies

Introduction to contract remedies
Liquidated damages
Understanding contract clauses
Type of breach

Listening
Danish remedy
Remedies

Writing
Follow-up correspondence to a client

Speaking
Presentation; contract remedies
Initial interview with a client

Language
Key terms: Types of damages
Language use 1: Talking about court actions and ruling
Language use 2: Using repetition to aid understanding
Text analysis: Initial interview with a client

3.
Unit 7 Contracts; assignment and third-party rights

Introduction to contract assignation
Understanding contract clauses
Following-up email
A closing argument
Keeping informed

Listening
Preparing a lawsuit and developing an argument
A closing argument

Writing
Memo giving advice

Speaking
Explaining third party rights
Emphatic stress
Discussing and evaluating sources of information

Language
Key terms: Contracts
Language use 1: Nouns ending in –or and –ee
Language use 2: Verb +ing form
Text analysis: persuasive writing and speaking
Language use 3: Phrases referring to evidence

Unit 8 – Employment law

Introduction to employment law
EU directives on employment
A sex discrimination case
Unfair dismissal

Listening
An employment tribunal claim
Liability risks

Writing
Attachments and formality
Advising on advantages and disadvantages in an email

Speaking
Agreeing and disagreeing

Language
Employment; expressing an opinion, agreeing and disagreeing