



## Seminar Specification: Comprehensive Introduction to Legal English

### Overview

This is the specification for Forum Legal's two-day *Comprehensive Introduction to Legal English* seminar aimed at legal assistants.

The aim of this seminar is to provide a comprehensive introduction to legal English, covering both spoken and written English as it is used in everyday legal contexts. The focus of the written skills element of the seminar is on explaining the terminology and phrasing typically used in legal documents and correspondence written in English. The oral element of the seminar focuses on the use of English in typical work situations – on the telephone, at meetings etc.

The seminar has two aims:

- (1) to provide an overview of the main areas of legal English that cause difficulties; and
- (2) to provide tools for participants to increase their effectiveness in writing and speaking in legal contexts.

The seminar includes an element of non-compulsory participation, in the form of practical exercises aimed at testing skills in each area discussed.

### Training techniques

Each participant will be provided with a comprehensive *seminar coursebook* in electronic format prior to the seminar. The *seminar coursebook* draws on our expertise and years of experience of teaching legal English. In addition to exercises to be carried out during the seminar, it contains comprehensive notes on the areas covered. It will therefore be a useful reference resource after the seminar has ended.

*Legal English* (published by Cavendish-Routledge), written by our managing partner, Rupert Haigh, is a comprehensive guide to legal English. This book can be purchased from the Routledge website ([www.routledge.com](http://www.routledge.com)) or from Amazon ([www.amazon.co.uk](http://www.amazon.co.uk)).

## The trainer

This seminar will be conducted by Forum Legal's managing partner, Rupert Haigh.

Rupert Haigh holds an MA (Master of Arts) (1996) in English from Cambridge University and an LLM (Master of Laws) (2001) from Helsinki University. He completed the Common Professional Examination in Law at Bournemouth University and obtained the Diploma of Legal Practice at the Oxford Institute of Legal Practice. He qualified as a Solicitor of the Supreme Court of England and Wales in 1997.

Rupert has three years' experience as a practising solicitor in England. He holds a TEFL (Teaching English as a Foreign Language) certificate and has been training legal professionals both in Finland and in other European countries since 2002.

In addition, he is the author of books on legal English, including the *Oxford Handbook of Legal Correspondence* (OUP, 2006), and *Legal English* (Cavendish-Routledge 2004).

## Venue

Our clients usually prefer to conduct this two-day seminar at their offices in order to allow participants to check email, take telephone calls and deal with other daily work when not participating in the seminar.

On the other hand, some clients prefer to conduct the seminar outside the office in order to escape the interruptions that are an inevitable part of office routine and focus more intensively on the topics at hand. Therefore, we are very happy to conduct this seminar at any other venue notified to us on reasonable notice.

## Suggested content & timetable

The duration of the training is two days (14 hours), with suggested content and timetable as set out below.

Please note that the both the timetable and the topics covered may be tailored to suit your needs more closely – contact us to discuss this matter.

### Day 1

#### *Basic elements of legal English*

- **Understand the basics of legal language:** terms of art, easily confused words, foreign words used in legal English, key abbreviations.

- **Learn key words and phrases:** terms of art, Latin terminology, easily confused words, problem words and phrases, business buzzwords.
- **Write consistently:** legal writing standards: numbers, dates, abbreviations, citations.

### *Principles of legal writing style*

- **Achieve clarity, consistency, and effectiveness in writing:** the principles applicable in achieving clarity in legal writing, consistency in usage of terminology and effectiveness in achieving the desired effect; the differences in approach between of documents and letters.
- **Avoid common legal writing problems:** sexist language, ambiguity, jargon, nominalisations.

*Identify the key differences between British and American English: language conventions, specific vocabulary*

### Day 2

*Contract overview: principles, structure, content, language*

- **Understand how an Anglo-American contract is set up:** basic principles of Anglo-American contract law as reflected in contract drafting, and the typical structure of a commercial contract.
- **Learn how to read contracts:** recurring content of commercial contracts, examination of the key types of clauses and what they mean, introduction to contract terminology.

### *Oral presentations*

- **Pronounce legal English terms correctly:** pronunciation guide, tricky vocabulary.
- **Effective small talk:** strategies, typical subjects and phrases.
- **Telephone English:** considerations, phrases, how to make yourself understood.
- **Make a successful presentation:** preparation, structure, content, language, techniques.

### **Timetable**

The suggested timetable for both days is as follows. This may of course be adjusted on request.

9.30 – 10.00: Introductions and overview  
10.00 – 11.00: training  
11.00 – 11.15: break & refreshments  
11.15 – 13.00: training  
13.00 – 14.00: lunch

14.00 – 15.30: training  
15.30 – 15.45: break & refreshments  
15.45 – 16.30: training  
16.30 – 17.00: conclusions and wrapping-up

### **Price & terms**

The fee for the seminar is €150 per hour plus travel and accommodation where required.

The fee must be paid in full on booking the seminar. If it becomes necessary for you to cancel the seminar, this must be notified in writing to us. Refunds are made on the following basis:

- 1) A full refund, *less administration charges of €50*, will be made in the case of cancellations made no later than 28 days before the date on which the seminar is scheduled.
- 2) A refund of 60% of the fee will be made for cancellations made between 28 and 14 days before the date on which the seminar is scheduled.
- 3) A refund of 30% of the fee is made for cancellations notified less than 14 days before the seminar is due to take place.

In the event that we have to cancel the seminar, a full refund will be made to you.

### **Contact details**

If you would like further information or require assistance on any matter, please do not hesitate to contact the trainer for this seminar, Rupert Haigh, by email ([rupert.haigh@forum-legal.com](mailto:rupert.haigh@forum-legal.com)) or telephone (+358 44 088 1177).