



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 translators.

The aim of this seminar is to provide a comprehensive introduction to legal English, focusing on the key elements of written English as it is used in typical legal documents.

The seminar has four aims:

- (1) to provide a comprehensive overview of the key aspects of legal English;
- (2) to introduce the main areas of legal terminology and phrasing that cause difficulties;
- (3) to provide participants with the means of resolving such difficulties in their translations; and
- (4) to provide an overview of the key legal considerations that influence the way in which legal documents are drafted.

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) or from Amazon (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.

Content

Day 1

Basic elements of legal English

- **English building blocks refresher:** a quick summary of key aspects of grammar and punctuation as applied in legal drafting, differences in approach between legal writing and ordinary writing.
- **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 drafting, consistency in usage of terminology and effectiveness in rendering the intentions of the original draft in the new language.
- **Avoid common legal writing problems:** including 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 legal documents:** recurring content of commercial contracts, examination of the key types of clauses (meaning, construction, drafting options and typical errors), introduction to contract terminology.
- **Composition of operative language:** examination of the key functions of drafting (conditions, obligations, authorisations and limitations).

Textual analysis

- Practical analysis of the structure, clauses, phrasing and purpose of frequently used legal documents, together with practical exercises.

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) or telephone (+358 44 088 1177).