

Legal English 30+

Sample Timetable

NB This is a sample based on B1 level. The precise content will be finalised following a detailed needs analysis. For example, greater focus can be given to other topic areas outlined in the pre-course information such as pronunciation, once common priorities have been agreed and realistic objectives set among participants.

	Monday	Tuesday	Wednesday	Thursday	Friday
09:00 –10.15	First day Interviews and needs analysis Introduction to the course	Listening Skills Visiting speaker: company law	Listening Skills Visiting speaker: feedback on contract drafting	Listening Skills Visiting speaker: security for loans Legal Writing: Writing letters and emails	Commercial Negotiations Worcester widgets
10:30 – 12:20	Legal Vocabulary Expansion Civil and criminal law Legal Communication Skills Case studies in Civil Law	Commercial Negotiations Negotiation: Computer sale and purchase	Legal Communication Skills Civil procedure The rules of practice	Legal Vocabulary Expansion Interpreting a contract Company law Setting up a company	Commercial Negotiations Worcester widgets
13:30 - 15:00	Legal Vocabulary Expansion Contract law	Legal Writing Contract drafting exercises	Listening Skills Visit to a law firm	Legal Communication Skills Company law Types of Company Dissolution of companies	Presenting Making a presentation
15:15 – 16:40	Listening Skills Contracts: Information exchange Intercultural Communication & Soft Skills Introduction to networking	Learning & Feedback Feedback on negotiation Legal Writing Contract drafting		Giving Legal Advice Useful expressions Writing a letter of advice	Presenting Making a presentation Learning & Feedback: Feedback and review
Homework		Legal Communication Skills Civil Procedure	Giving Legal Advice: Prepare for Thursday's class	Presentations Useful expressions	Learning & Feedback Review