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| Academic year | 2014-15 |
| Subject | 20481 - English for Legal Purposes |
| Group | Group 2, 1S, GDRE |
| Teaching guide | I |
| Language | English |

Subject identification

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| Subject | 20481 - English for Legal Purposes |
| Credits | 1.32 de presencials (33 hours) 4.68 de no presencials (117 hours) 6 de totals (150 hours). |
| Group | Group 2, 1S, GDRE (Campus Extens) |
| Teaching period | 1st semester |
| Teaching language | English |

Professors

| Lecturers | Horari d'atenció als alumnes | | | | | |
|---------------------------|------------------------------|----------------|-----------|------------|-------------|--------------------------------|
| | Starting time | Finishing time | Day | Start date | Finish date | Office |
| Alejandrina Escalas López | 12:00h | 13:00h | Wednesday | 22/09/2014 | 22/01/2015 | asociados filología inglesa |

Contextualisation

English language has become an essential competence in view of employment and career prospects. English for legal purposes shall, therefore, be aligned with the wide range of English courses for specific purposes universities are offering to answer to this increasing demand for profesional English.

EFLP is an elective course which aims to provide students with the language competence necessary to communicate effectively with clients and professionals in a legal environment. The subject is, therefore, practical in nature, and it is intended as a language training for future legal professionals within the context of an international legal practice.

Requirements

Essential requirements

Essentials

Classes will be conducted in English. Therefore, an intermediate English competence, a B1 level as defined by the Common European Framework for language reference (http://www.coe.int/t/DG4/Portfolio/?M=/main_pages/levels.html), is needed prior to course commencement.

The course syllabus is consistent with the B2 level in the Common European Framework for language reference. Upon successful course completion, students will have achieved and be accredited with the English competence required in order to obtain the UIB undergraduate degree within the new Bologna framework. Those students who can prove a B2 level (as defined by the Common European Framework) and hold any of the following certifications: First Certificate, BEC 2, BULATS 3, ESOL 7-8 shall address the "Comissió de reconeixement i transferència de credits" to apply for recognition of their qualification and be consequently exempted from taking the course.





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The subject assumes a previous language competence of B1. Students scoring below a B1 level (language competence accomplished upon high school diploma and required for university access exams) may need longer hours of self-study. Those students shall be aware that it is their responsibility to reach the 'required' level prior to the beginning of the course. The university also provides rooms for language self-study (C13, Edifici Aulari) open to the student body. Further information on the premises may be found at: http://rrhh.uib.es/digitalAssets/137/137294_aulaangl.pdf

**Esta asignatura se impartirá íntegramente en inglés. Por ello, es esencial que el alumnado tenga un nivel intermedio de competencia en lengua inglesa (nivel B1 del Marco Europeo Común de referencia para las Lenguas antes del inicio de curso)*

Los materiales de esta asignatura han sido seleccionados y diseñados teniendo en cuenta los descriptores de nivel B2 de Inglés (MCER) y, una vez aprobada, el alumnado tendrá por consiguiente acreditado el dominio de lengua inglesa que exige la UIB para obtener el Título de Grado.

El alumnado que no tenga el nivel B1 (nivel que el alumnado debe haber alcanzado al término de sus estudios de educación secundaria y el requerido para superar las pruebas de acceso a la universidad) de competencia en lengua inglesa encontrará una lista de recursos para el auto- aprendizaje en la sección bibliográfica de esta guía docente y es su responsabilidad alcanzar este nivel con anterioridad al inicio del curso. Además, la universidad dispone de un aula de autoaprendizaje de lenguas (C13, Edifici Aulari) abierta a todo el alumnado. Para más información sobre esta aula y los recursos que se ponen a disposición del alumnado se puede consultar el siguiente enlace: http://rrhh.uib.es/digitalAssets/137/137294_aulaangl.pdf

Skills

Specific

- * English for legal purposes intends to be a comprehensive introduction to Legal English. The course focuses on teaching the practical English language skills required by lawyers and Labour relations graduates practicing in an international environment. These targeted language skills entail an extensive work in both language comprehension and language production. Language comprehension embraces the specific reading and listening skills and strategies to function effectively in the international legal community, while language production applies to specific writing and speaking suitable in legal contexts..

Generic

- * To develop English competence through reading, writing, listening and speaking activities, so as to reach a B2 level by the end of the course..

Basic

- * You may consult the basic competencies students will have to achieve by the end of the degree at the following address: <http://www.uib.eu/study/grau/Basic-Competences-In-Bachelors-Degree-Studies/>

Content

The subject starts with a general overview of the different bodies of law (i.e. : civil and criminal) and their specific terminology . Students will be further introduced to the vocabulary of some of the most commonly used Legal English terms, and will get acquainted with the specific grammar structures and terms privileged in Legal English. This intended practical approach views language in context, in legal contexts, as the proper



ground that allows students to grow a professional language competence in line with accuracy, fluency and correctness which reflects on an extensive class work on legal vocabulary and grammar in use. But also, and more particularly, through the activities designed to cover the 4 main skills of language learning as detailed here below.

Theme content

Oral skills. speaking

To develop speaking strategies in order to overcome the challenges of establishing business relationships within a variety of legal contexts ranging from the initial contacts with the client, to meetings and negotiations.

Writing production. writing

Written communication is an important part of legal practice. Forms, emails, memos, letters and memoranda of law will be discussed and produced by students.

Reading comprehension. reading

In order to properly approach the language of law, students will be provided with a collection of the types of legal texts and documents law practitioners are often confronted with. The course aims at developing text-specific reading skills and strategies, same as getting acquainted with legal documents, such as memoranda or articles of association and legal correspondence.

Listening comprehension. listening

Increasing language competence also entails the development of language listening comprehension skills. On this specific area students will be exposed to a variety of audios and videos including extracts from commercial films, news reports on legal issues, excerpts from law lectures and interviews. Practitioners from different Law firms may also come to lecture on their specific area of law practice during the course.

Teaching methodology

Workload

Course schedule will be available to students through UIB web platform at the beginning of the semester. The schedule will at least include the dates for the set of writing activities designed for continuous assessment, as well as assignment deadlines.

In-class work activities

| Modality | Name | Typ. Grp. | Description | Hours |
|-------------------|----------------------|--------------------|--|-------|
| Theory classes | Theoretical sessions | Large group (G) | 80 hours will be devoted to studying aspects of English grammar and vocabulary that may be of special interest for Law students. Special attention will be paid during the sessions to real texts and documents, as well as to business writing production used in legal contexts. | 20 |
| Practical classes | Practical sessions | Medium group 2 (X) | 40 hours will be devoted to small group practical sessions in which students will have an opportunity to develop speaking | 10 |

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| Modality | Name | Typ. Grp. | Description | Hours |
|------------|--------------------------------------|--------------------|---|-------|
| | | | and listening strategies leading to a growing language competence in oral communication. | |
| Assessment | Final Exam | Large group (G) | The final written exam will put to the test listening competences, along with grammar skills and legal terminology. | 1 |
| Assessment | multiple choice vocabulary exercises | Large group (G) | There will be brief multiple choice vocabulary exercises at the end of every lesson. | 0.7 |
| Assessment | Speaking | Medium group 2 (X) | Students' oral skills will be assessed by means of an oral interview. | 0.3 |
| Assessment | Writing | Large group (G) | There will be a mid-term writing exam where students will have to produce a piece of legal correspondence. | 1 |

At the beginning of the semester a schedule of the subject will be made available to students through the UIBdigital platform. The schedule shall at least include the dates when the continuing assessment tests will be conducted and the hand-in dates for the assignments. In addition, the lecturer shall inform students as to whether the subject work plan will be carried out through the schedule or through another way included in the Campus Extens platform.

Distance education work activities

| Modality | Name | Description | Hours |
|-----------------------|-------------------|--|-------|
| Individual self-study | Self-study in C13 | Students shall comply with a certain number of hours and activities, yet to be determined, in the the university self-study language room (classroom C13, edifici Aulari). | 117 |

Specific risks and protective measures

The learning activities of this course do not entail specific health or safety risks for the students and therefore no special protective measures are needed.

Student learning assessment

Students must obtain a minimum score of 5 out of 10 in the final exam in order to successfully pass the course. In those cases where the mathematical overall grade for the subject is higher than 50%, but the final examination scores below the required mark of 5, a final 4.5 will be finally assigned to the student as his/her final overall grade. All students must sit their writing exam on the scheduled date. However, this exam will only be graded when the student obtains a pass on the final exam. Likewise, only students obtaining that passing grade in the final examination will have their speaking exam graded.

IMPORTANT NOTE:



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As set forth in the University bylaws, article 32, any instances of plagiarism, cyberplagiarism or any other fraudulent practices will be severely punished as follows:

"Amb independència del procediment disciplinari que es pugui seguir contra l'estudiant infractor, la realització demostrada de frau d'alguna de les activitats d'avaluació incloses en l'avaluació d'alguna assignatura comportarà, segon les circumstàncies, una menysvaloració en la seva qualificació que, en els casos més greus, pot arribar a la qualificació de "suspens" (0.0) a la convocatòria anual. En particular, es considera un frau la inclusió en un treball de fragments d'obres alienes presentats de tal manera que facin passar com a propis d'estudiant"

Final Exam

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| Modality | Assessment |
| Technique | Objective tests (retrievable) |
| Description | The final written exam will put to the test listening competences, along with grammar skills and legal terminology. |
| Assessment criteria | Weighing 45% of the final grade. This part of the assessment comprises: language in use (21%); reading comprehension (12%); listening comprehension (12%). |

Final grade percentage: 45%

multiple choice vocabulary exercises

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| Modality | Assessment |
| Technique | Short-answer tests (non-retrievable) |
| Description | There will be brief multiple choice vocabulary exercises at the end of every lesson. |
| Assessment criteria | Brief multiple choice vocabulary tests will be presented to students at the end of every lesson. These brief examinations will last no longer than 10 minutes and will be duly announced in your campus extens platform. These examinations along with the C13 classroom mandatory activities will account for the continuous assessment part of the subject. |

Final grade percentage: 10%

Speaking

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| Modality | Assessment |
| Technique | Oral tests (non-retrievable) |
| Description | Students' oral skills will be assessed by means of an oral interview. |
| Assessment criteria | Oral examinations will take place in the form of brief oral interviews to be sat in pairs of candidates. This test will last 10 minutes and will test your ability to use your spoken language skills effectively in a range of contexts. |

Final grade percentage: 20%





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Writing

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| Modality | Assessment |
| Technique | Extended-response, discursive examinations (retrievable) |
| Description | There will be a mid-term writing exam where students will have to produce a piece of legal correspondence. |
| Assessment criteria | The writing skills of the student will be assessed by means of a writing examination where the student will have to follow given instructions to produce a piece of legal correspondence. |

Final grade percentage: 20%

Self- study in C13

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| Modality | Individual self-study |
| Technique | Other methods (non-retrievable) |
| Description | Students shall comply with a certain number of hours and activities, yet to be determined, in the the university self- study language room (classroom C13, edifici Aulari). |
| Assessment criteria | Students shall comply with a certain number of hours and activities,yet to be determined,in the the university self- study language room(classroom C13, building Aulari). |

Final grade percentage: 5%

Resources, bibliography and additional documentation

Legal dictionaries:

1. Findlaw Legal Dictionary: <http://dictionary.lp.findlaw.com/>
2. Law.com Law Dictionary: <http://dictionary.law.com/>
3. Legal Glossary: <http://www.nolo.com/glossary.cfm>

Complementary bibliography

Grammar & Writing Resources

1. Vince, Michael (2008). English grammar in context- Intermediate and Advanced with key Oxford: McMillan
2. Purdue OWL Writing Exercises Pages - Purdue's Online Writing Lab is an excellent source of grammar and writing exercises covering everything from sentence structure to use of punctuation.
<http://owl.english.purdue.edu/exercises/>
3. A Brief Grammar for Lawyers by Prof. Don Hughes.
<http://users.law.capital.edu/DHughes/content/Content2/Grammar/Grammar%20Main%20Page.htm>
4. Bartleby.com - general encyclopedias, thesaurus, books of quotations, English usage, includes The Elements of Style by William Strunk, Jr., the classic book for all questions about writing.
5. The Guide to Grammar and Writing sponsored by the Capital Community College Foundation - interactive exercises, grammar and punctuation, writing at the sentence and paragraph level, quizzes, and PowerPoints.
<http://grammar.ccc.commnet.edu/grammar>

Legal writing resources:

1. Internet Legal Resource Guide - index of over 4000 web sites; particular interest - the section entitled "Academia," especially section IV, IRG Web Index.
<http://www.ilrg.com/>
2. U.S. Supreme Court web page - oral arguments, opinion, calendar, and more.





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<http://www.supremecourt.gov/>

English for legal purposes:

1. Cambridge ILEC Homepage: <http://www.legalenglishtest.org/>
2. English for Law Blog: <http://englishforlaw.blogspot.com/>
3. Forum Legal (free legal English materials): <http://www.forum-legal.com/>
4. Onestopenglish ESP Lesson Bank (law):
5. <http://www.onestopenglish.com/Business/Bank/Legal/index.htm>

Other resources

Further online legal resources:

<http://www.duhaime.org/LegalResources/Contracts.aspx>
<http://www.eel.nl/>
<http://www.hg.org/commerc.html>
http://www.icrc.org/web/eng/siteeng0.nsf/iwpList2/Humanitarian_law
<http://www.law.cornell.edu/topics/environmental.html>
<http://www.ohchr.org/english/law/>
<http://www.scottishlaw.org.uk/lawscotland/environ.html>
<http://www2.eli.org/index.cfm>

Coursebooks and study guides:

1. Atkins, A. and Mason, C. (2001) An Essential A–Z of Business Law, Cambridge Law Studio.
2. Brieger, N. (2002) Test your Professional English: Law, Penguin.
3. Chartrand, M. et al. (2003) English for Contract and Company Law, Sweet & Maxwell.
4. Krois-Lindner, A. (2006) International Legal English, Cambridge: Cambridge University Press.
5. Riley, D. (2006) Check Your English Vocabulary for Law, A & C Black.
6. Smith, T. (2000) Market Leader: Business Law, Pearson Education.

