

Legal English Skills – Foundation Test of Legal English Skills (TOLES)

Muscat, Sultanate of Oman

6th – 10th October 2019

Background

Legal English is a different language from general English. Just as lawyers in your own country write in a different language from other people so do English lawyers. Sentences are often structured differently in legal English.



EMG Associates is an accredited examination centre for TOLES



The words lawyers use are often centuries old and no longer commonly used in General English. New prepositions need to be learned. When you read a commercial contract or read a letter there is new technical vocabulary to understand on every page.

The course is designed to look at authentic rather than artificial legal context. For this reason there is a strong focus upon practical and authentic tasks and upon candidates having a good grasp of terminology from the outset.

The course takes account of significant language reforms in the English legal system and the legal profession's continued movement towards clearer use of English as recommended on Legal Practice Courses at all major UK universities and legal training centres.

This course requires little or no knowledge of English law or American law. It specifically requires a largely passive knowledge of terminology.

Workshop Details

- **Duration:** 5 days, 6th – 10th October 2019, 9:00am – 2:00pm; *(lunch will be served after the programme)*
- **Fees:** RO 675 / \$ 1,750
(including workshop materials, lunches & breaks at the venue);
- **Presenter:** Elahe Ghazinoori B.Sc.Hons II(i) in Mathematics, Post Graduate Diploma in Statistics;
- **Venue:** To be advised

Who Will Benefit from Legal English Skills and TOLES

This course is useful for delegates who already possess good general English and are now acquiring legal vocabulary.

- Any lawyer working in the international market
- Any law students who wish to work in the international market
- Law firms who require training in modern legal writing
- Law students who wish to study law in the UK
- Translators and interpreters

Delegates can progress through the TOLES series, to achieve their goal of a high grade in the prestigious TOLES Advanced exam.

Delegates will gain an advantage in the tough employment market by holding a legal English qualification recognised by major international law firms.

Recognition of TOLES

The TOLES exams are the world's market leaders in legal English exams and are highly respected by international law firms and the Law Society of England and Wales.

The TOLES organisation is a private legal training company which was created as a direct result of extensive consultations with a leading commercial law firm. Partners in the firm complained that law graduates holding a wide variety of English language certificates lacked the level of English required to carry out essential legal tasks. TOLES materials and exams were developed as a direct solution to this problem.

TOLES legal English training materials and exams have been developed following the advice of experienced commercial lawyers. The top requirements of employers are excellent drafting skills, first-class negotiating skills and a strong sense of commercial awareness. As members of the International Division of the Law Society of England and Wales, TOLES is in an excellent position to support international legal professionals in achieving these goals.

Law firms and organisations that have already entered candidates for the TOLES exams include:

- The Law Society of England and Wales
- Linklaters Oppenhoff and Radler
- Allen&Overy LLP
- Baker and McKenzie
- PricewaterhouseCoopers
- KPMG
- Sony Ericsson
- Daimler Chrysler
- European Court of Justice
- European Central Bank
- Deutsche Bundesbank
- Qatar Steel Company
- Qatar Petrochemical Corporation
- DuPont

TOLES Foundation

Overview

This is the first level in Test of Legal English Skills. The course requires minimum of 25 hours of training including the exam. The level of English needed for this course is elementary level. The priority at this stage is to make sure that a genuinely strong foundation of legal English is in place in order to allow learners to progress successfully to the next level. This strong foundation includes consolidating basic grammar before moving on to more complicated language structures. The TOLES Foundation course requires little or no knowledge of British or American law. It requires a good general English and knowledge of useful, international legal terminology, a strong, active use of basic grammar.

Syllabus

The aim of the Foundation course is to ensure learners are equipped with a strong basis upon which to build the skills required by employers. We have analysed the drafting and general writing skills of thousands of international lawyers when working on office-based tasks and devised a step-by-step programme to help them eliminate mistakes and reach the standard required. The TOLES Foundation materials and exam ensure that serious learners will be successful and won't make the very common mistake of attempting more advanced tasks before mastering the basics. The following topics will form the basis of the course:

- basic legal negotiations
- pre-contractual documents
- commercial contracts
- banking
- companies
- other forms of business
- bankruptcy and insolvency
- employment law and contracts
- the litigation process
- essential contract law
- the law of tort
- intellectual property
- real estate
- oral contracts
- an introduction to the common law

Training Material

The Lawyer's English Language Course book

The Lawyer's English Language Course book was written for legal professionals such as you, with your needs at the heart of the book, and it gives you the material you need to study in an efficient way. It is based upon our many years experience of teaching and working with lawyers, law students and legal translators from around the world. We are convinced that this book is the best study material available to you if you want to be professional and accurate in all you do in English at work.

This course book is intended to be a complete course of preparation for TOLES Foundation and Higher exams in legal English. We recommend that anyone planning to take the TOLES Advanced exam should use this book too, as the material in it is fundamental to any lawyers' English language skills.

Each of the ten units is divided into section A (Foundation) and Section B Higher). We recommend that everyone should complete Section A of each unit, to be sure from the start that you are familiar with the legal vocabulary it contains and are accurate in what you are doing.

When you are confident that you know the material contained in Section A of each unit, you can proceed to build on your skills by completing the more complex exercises in Section B. Each unit also contains some practice exercises for the TOLES exams.

Exam

The exam is based on absolute accuracy in written English, not fluency. This means that when learners answer questions we expect their use of English to be very good and they will lose points for imperfect grammar as well as for vocabulary mistakes. Exam is 90 minutes long and focuses on “Practical legal vocabulary in authentic situations; consolidation of basic grammar.” The maximum score possible at Foundation level is 100.

The Programme

Sunday	Monday	Tuesday	Wednesday	Thursday
<p><u>Welcome</u></p> <ul style="list-style-type: none"> Introduction to the legal English Skills course <ul style="list-style-type: none"> Importance of legal English Skills in the 21st century 	<p><u>The language of Employment law</u></p> <ul style="list-style-type: none"> An Employment contract How can an employment contract end Acting for an employee Acting for an employer <p><i>TOLES Exam Practice</i></p>	<p><u>The language of business law</u></p> <ul style="list-style-type: none"> Sole Trader Partnership Limited liability Partnership Companies 	<p><u>The language of Company law</u></p> <ul style="list-style-type: none"> Closing a company 	<p><u>Review of the week</u></p> <ul style="list-style-type: none"> Vocabulary catch-up
Break: Tea; Coffee				
<p><u>The legal profession</u></p> <ul style="list-style-type: none"> Working in law Making a claim in the civil court Areas of law <p><i>TOLES Foundation Exam Practice</i></p>	<p><u>The language of the law of tort</u></p> <ul style="list-style-type: none"> Types of tort The duty of care A famous case in English law <p><i>TOLES Foundation Exam Practice</i></p>	<ul style="list-style-type: none"> Public and Private Limited Companies <p><i>TOLES Foundation Exam Practice</i></p>	<ul style="list-style-type: none"> Insolvent companies <p><i>TOLES Foundation Exam Practice</i></p>	
<p><u>The language of banking</u></p> <ul style="list-style-type: none"> A new bank account Working in a bank Loans Vocabulary check <p><i>TOLES Foundation Exam Practice</i></p>	<p><u>Understanding contracts 1</u></p> <ul style="list-style-type: none"> The style of written contracts Understanding formal expressions Understanding technical words 	<p><u>The language of Company law</u></p> <ul style="list-style-type: none"> Who runs a company? Areas of company law 	<p><u>Understanding Contracts 2</u></p> <ul style="list-style-type: none"> More typical contract clauses Important commercial vocabulary Termination clauses 	<p><i>TOLES Foundation Exam Practice</i></p> <p>About the TOLES Foundation Exam paper</p>
Break; Tea, Coffee				
<p><u>The language of contract law</u></p> <ul style="list-style-type: none"> The elements of a contract Contract and statute Reading contract law Going to court <p><i>TOLES Foundation Exam Practice</i></p>	<p><u>Understanding contracts 1</u></p> <ul style="list-style-type: none"> Understanding Archaic terms The structure of a contract <p><i>TOLES Foundation Exam Practice</i></p>	<p><u>The language of company law</u></p> <ul style="list-style-type: none"> Directors Company meetings <p><i>TOLES Foundation Exam Practice</i></p>	<ul style="list-style-type: none"> Intellectual property clauses Retention of title clauses Warranty, indemnity and Force Majeure clauses <p><i>TOLES Foundation Exam Practice</i></p>	<p>TOLES EXAM</p>
Break; Lunch				

Our aim is to ensure that all students of legal English have the basic, essential foundation upon which to build in the future.

On completion of the course, delegates will be in a better position to:

- Use fundamental vocabulary derived from specific areas of law;
- Understand the vocabulary needed to compare the legal profession and systems of England and the USA with their own;
- Increase their vocabulary needed to understand written contract;
- Appreciate the vocabulary essential to understanding oral contract;
- Gain more confidence in the use of accurate preposition in all areas of legal communication;
- Demonstrate reading comprehension skills within a legal context;
- Illustrate awareness of the formal style of written contracts;
- Avoid typical mistakes common to non-native speakers;
- Identify correct prepositions commonly used with a legal English framework.

Our Strategy

Our strategy is based on personalised learning where we aim to develop the competence and confidence of every delegate by actively engaging them in the course. Using case studies and practical examples, the delegates will be provided with a thorough rounding in this field and will gain confidence needed to understand authentic legal English vocabulary in a legal context.

The Company

Who We Are:

We are a dynamic, enterprising, and creative organisation committed to providing excellent legal services enriched by our focus on our clients.

Our Vision:

To be recognised as the leader of legal products & services in our market segments based on our organisational and operational excellence.

Our Mission:

- Deliver great products and services at affordable prices through a consistent and excellent service experience;
- To pursue excellence in the professional educational and developmental efforts within our specialty.

Legal Training

- We provide post qualification CPD training for the legal profession. We are authorised by the Solicitors Regulation Authority to provide courses for the purpose of Continuing Professional Development (CPD) courses.
- We are also authorised by The Dubai Government Legal Affairs Department for Continuing Legal Professional Development (CLPD) programmes.
- Our wide range of courses truly attract an international client-base thus ensuring we are a global business solutions corporate training provider.
- We have a reputation for delivering high quality training. Our acclaimed teaching strategy is based on personalised learning, where we aim to develop the competence and confidence of every delegate by actively engaging them in the seminars.

Legal Consultancy

- EMG Associates (UK) Limited is an innovative legal consultancy company with an international corporate client base across a number of industry sectors.
- Our consultancy division concentrates on providing legal solutions for today's business environment.
- Our goal is to provide simplicity and convenience to our clients always focusing on practical, business-focused solutions.

- Legal training for lawyers by lawyers.
- Our trainers are CELTA or its equivalent (TEFL) qualified.
- Authorised by the Solicitors Regulatory Authority for provision of legal CPD courses.
- Authorised TOLES examination body.
- International presence and experience.
- Existing strong partnership with the top law firms and universities in UK & the UAE.
- Agile Company.
- Standard methodology for delivering courses which are adhered to by our presenters.

International Operations

- The Dubai Government Legal Affairs Department
- PLUS Specialty Training - Meirc - Dubai
- Seed Training Centre - Bahrain
- University Of Sharjah
- ENLITE Training Institute
- Dubai Judicial Institute
- Canadian University Dubai
- Qatar University - Center of Continuing Education
- Legal Resource Centre - Cyprus
- Talal Abu-Ghazaleh Professional Training Group (TAGI-TRAIN) – Jordan

Accreditation

EMG Associates (UK) Limited is authorised for CPD by the Solicitors Regulation Authority.

Presenter Profile

Elahe Ghazinoori - Lawyer

Elahe Ghazinoori founded EMG Associates, a legal consultancy firm, in 2006 having formerly practised as an in-house solicitor for a telecommunications company. As EMG Associates' principal presenter, she has a wealth of experience in providing inspiring and engaging training sessions in the areas of corporate and commercial law to legal practitioners from the international community. Elahe's focus is to support the development of individuals and the subsequent growth of the organisation in which they work. She is commercially aware, providing practical business-focused solutions to all her clients.

Elahe has trained hundreds of lawyers and legal professionals around the world on subjects such as company law, commercial law, contract law, drafting skills, joint ventures, mergers & acquisitions and arbitration. She has launched the TOLES series of courses successfully in the Middle East, in particular in the UAE and Bahrain working with some of the top law firms, training institutes and universities in the region.

Before devoting her work fulltime to EMG Associates, Elahe also lectured for BPP Law School, one of UK's leading law school and professional development institutes. She also worked as a senior training consultant for over 5 years for one of the world's largest corporations, American Airlines.

Elahe's broad academic achievements include: B.Sc. Hons II(i) in Mathematics and Post Graduate Diploma in Statistics. Admitted to the roll of solicitors in May 2005. Elahe also holds the University of Cambridge Certificate in English Language Teaching to Adults (CELTA).

She has also written a number of topical articles on a range of corporate issues in the London Chamber of Commerce and the Arab British Chamber of Commerce publications.