

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

Muscat, Sultanate of Oman

8th- 12th December 2019

Background

It's all about accuracy. You know a lot of legal vocabulary, but are you putting that vocabulary together properly? In contracts? In emails? In letters? Accuracy is as important as fluency to a law firm.



EMG Associates is an accredited examination centre for TOLES



The TOLES Higher Legal English Skills course and examination is a logical progression from the TOLES Legal English Skills Foundation course and examination. TOLES Higher is based upon familiarity with and active use of the vocabulary introduced and tested at TOLES Foundation level.

The examination tests new skills that are appropriate at this intermediate level of learning legal English. TOLES Higher continues to encourage the ethos of learner independence that runs throughout the TOLES series.

It continues a step-by-step approach to studying and testing and promotes the skills and knowledge necessary to go on to the most demanding level of legal English at TOLES Advanced level. The examination has a strong focus upon the language of written contracts and accurate letter writing in that it is based on consultations with law firms as to candidates' true needs in the workplace. The exam includes a wider variety of tense and voice. Extracts from authentic legal documents are included and the focus now moves on to practical, accurate use of the legal vocabulary acquired at Foundation level.

Grammatical accuracy within a legal context is assessed through the TOLES Higher examination.

Who Should Attend

TOLES Higher is aimed at candidates who have completed TOLES Foundation and are building their legal English skills at the same time as improving their general English.

Workshop Details

- **Duration:** 5 days, 8th- 12th December 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

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 Higher

Overview

The Higher Exam is the **SECOND** step in successful professional development with TOLES.

The major aim of the Higher Exam is to build on the skills and knowledge learners have acquired at Foundation level and take them on to the next level. Legal vocabulary acquired at Foundation level is now tested in a series of very challenging tasks and learners are asked to deal with extracts from documents based on the types of examples suggested to us by leading law firms.

Syllabus

The focus of all of the TOLES exams is absolute accuracy, a strong legal vocabulary and familiarisation with modern legal style. All of these elements continue with this Stage 2 exam. Learners are challenged to deal with information concerning current and relevant legal topics and cases and to be absolutely accurate in areas such as collocation, preposition and legal terminology. They are also asked to deal with short yet complex extracts from contracts and to demonstrate a close understanding of them as well as providing their own definitions of specific legal terminology. Sensitivity to appropriate register is essential for the section dealing with a formal letter. In the listening section of the exam the focus is on a totally accurate understanding of conversations based on relevant legal topics.

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 TOLES Foundation Exam requires little or no knowledge of British or American law. It requires knowledge of useful, international legal terminology, a strong, active use of basic grammar and a sensitivity to use of register in the following general areas:

- 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

The Programme

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

On completion of the course, delegates will be in 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 within a legal English framework;
- Appreciate the use of collocation in all areas of legal communication;
- Learn modern letter writing skills and gain more confidence in introductory skills.

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 grounding in this field and will gain the confidence needed to engage effectively in the global legal market.

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.