

### Target

The Legal English seminar is for practising lawyers and corporate advisors who want to improve their spoken and written communication skills in English, and who already have at least a good intermediate level of English.

### Content

All lessons are based within a legal context and will extend your active vocabulary of both specific legal terms and more general business English. The key skills you will learn are:

- Dealing with Clients and Colleagues in English – developing effective English language speaking skills through correct use of vocabulary, tone and register.
- Drafting contracts and Legal Documents – an appreciation of the differences between writing in English and other languages. You will cover sentence structures, length and word order and learn about the clearest and most precise way of expressing cause and effect, conditions and obligations.
- Function and Form – areas of vocabulary usage, expressions and grammar that are particularly difficult for non-native English speaking legal professionals and lawyers.
- Effective Telephoning, Meetings and Conference Calls – analysing what causes problems in listening comprehension for the non-native English speaker and how to overcome these difficulties.

These skills are developed using authentic case studies in areas such as Corporate Law, Mergers & Acquisitions, Intellectual Property, Real Estate, EU and Competition Law, Employment Law and Capital Markets.

The content can be customised to your sector and professional role, and you are encouraged to bring and use real documents and correspondence during the course.

### Delivery Options

There are 4 course options – individual, closed group, in-house and multi-channel. The lessons can be structured as an intensive five-day seminar or as a series of morning / afternoon / evening lessons.

**Individual intensive immersion courses** - these courses consist of eight hours of training per day. Attending the course over two or three consecutive days is usually recommended, but training can be organised according to your schedule. You are able to book these at any time, subject to availability.

**Closed intensive group courses** - these are designed for small groups from the same company. You are able to book these at various times, subject to availability, at a range of locations.

**Multi-channel learning** - You are able to break down the training into its separate components which includes training, explanation sessions, reference materials and practice tasks. In addition you are able to have e-mail and telephone contact with your trainer. You work at your own pace and have regular face-to-face lessons to practise, apply and develop your English fluency.

**In-house courses** - We provide in-house training at your offices in Italy. A programme is agreed on in advance and our trainers will travel to you.

## Contact Details

Thank you for your time, and please don't hesitate to contact us should you require any further information.

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