

Legal English



Communicaid's legal trainers are dual-qualified as lawyers and language instructors, specialising in a variety of legal areas. They offer our clients a range of legal programmes, providing context and ensuring accurate language use. As testament to our success, Communicaid trains over 500 lawyers from all over the world each year.

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In association with
and recognised by:



The Law Society



Lögmannafélag
Íslands



JUS
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ADVOCATUR



ESTONIAN BAR ASSOCIATION



advokátska
komora
Slovenska



ESTONIAN BAR ASSOCIATION

English for Lawyers

This intensive programme is delivered by experienced lawyers and covers the specialist language skills needed by lawyers to be fully effective in the most demanding legal scenarios. Case studies will build vocabulary and communication skills in areas such as business set-up and sale/purchase through to dispute resolution, litigation, intellectual property and employment issues.

Suitable for

Lawyers or company managers with advanced spoken English who need to perfect their specialist skills and draft formal legal documents at near-native speaker level.

Major areas of focus

- Accurate use of modern legal English terminology
- Writing clear and concise legal opinions
- Advanced communication skills for negotiation
- Improved practice area-specific vocabulary
- Key language for effective client meetings

On completion

- Greater confidence in your ability to interpret and explain contract clauses
- Improved cross-border communication with colleagues and clients
- More professional and effective written style

Optional enhancements

- Individual weekend training

Combine with

- Cross-cultural Awareness
- English for Finance Professionals
- Negotiating in English

Duration

One week (30 hours)

*Refer to page 32 for public programme details

 Jan - Dec  30 hours (min)  Group* (max 8)

 £2195/week  2+  Worldwide

Drafting Contracts in English

Now in its eleventh year, the 3-day programme Drafting Contracts in English provides you with interactive sessions on the practical skills required to draft and interpret modern-day legal documents. The programme combines input on the guidelines for drafting with practical exercises to put these principles into practice.

Suitable for

Lawyers who need to draft, explain or interpret contract clauses written in English but under their domestic jurisdiction.

Major areas of focus

- Incorporation of "best practice" into your legal drafting
- Guidelines for modern style, structure and use of legal English in the drafting of contracts
- Adapting these guidelines to other legal documents
- How to avoid typical mistakes and bad habits in legal writing
- Implications for drafting under Common vs. Civil jurisdictions

On completion

- More confidence in your ability to interpret and explain contract clauses
- Broader vocabulary for discussing contract terms
- Ability to edit and correct your legal documents more effectively

Optional enhancements

- 2 days of individual Legal English training

Combine with

- Individual Legal English training
- Individual Business English training

Duration

Three days (18 hours)

*Refer to page 32 for public programme details

 Jan - Dec  18 hours (min)  Group* (max 6)

 £1350/3 days per individual  2+  Worldwide

"It has been a pleasure working with Communicaid."

Regina Andreas,
Language Services Manager,
Lovells Boesebeck Droste
(Germany)

"The course was particularly useful in dispelling many old truths about contract drafting in English."

Hans Gerard Vikse,
Attorney at Law,
Simonsen Føyen Advokatfirma DA
(Norway)

English for Legal Secretaries

This programme provides legal executives and paralegals with an explanation of key legal terminology and its legal context, and develops the advanced communication skills required by legal secretaries in a modern-day legal department.

Suitable for

Assistants working in the legal field who do not have a formal legal qualification but need to be familiar with legal jargon and confident of its meaning and use.

Major areas of focus

- Formal writing skills: style, accuracy and structure
- Contract Drafting: key terms
- Translation of legal documents
- Telephone etiquette
- Advanced grammar

On completion

- More confidence in your ability to use legal jargon
- Broader vocabulary for discussing commercial issues
- Production of more accurate notes and reports

Optional enhancements

- Add 2 days of specialist 1-1 training

Combine with

- Effective Business Writing
- Individual Business English training

Duration

Three days (18 hours)

*Refer to page 32 for public programme details

 Jan - Dec  30 hours (min)  Group* (max 8)

 £995/3 days per individual  2+  Worldwide

Legal English

Tailored legal English programmes for both individuals and in-company groups, designed and delivered by lawyers for lawyers and recognised by law societies and bar associations worldwide.

Suitable for

In-house counsel and lawyers required to communicate and draft on an international level using precise legal language.

Major areas of focus

- The accurate and appropriate use of vocabulary specific to your practice area or industry
- Communication skills for: client advising, giving legal opinions, attending international client or practice group meetings and participating in teleconferences
- Drafting clear opinions, memos or agreements relevant to your practice areas and incorporating appropriate house styles

On completion

- More confidence explaining points of law under your national jurisdiction
- More effective and accomplished representation for your organisation
- Greater awareness of how to correct your own use of legal English
- Enhanced editing and drafting skills

Optional enhancements

- Working lunches
- Visits to Court to observe relevant cases

Combine with

- Drafting Contracts in English
- Financial English for Banking or Corporate Lawyers

Duration

Flexible

 Jan - Dec  30 hours (min)  Individual or Group

 £2400/week  2+  Worldwide

"I... was impressed by [the trainer's] ability to tailor relevant activities."
Dorthe Jakobsen,
Legal Secretary,
Rønne & Lundgren (Denmark)

"I now have increased confidence in my ability to perform my daily work with clients."
Antonia Seitz,
Employment Lawyer,
Baker & McKenzie
(Germany)