

English for Lawyers and Legal Support Staff

2002 Programme

Europe's Leading Specialist English
Courses for Lawyers

Public, In-house & Individual Coaching

**Drafting Contracts
In English**

**Tailored In-Company
Training**

**English for Legal
secretaries**

Who should attend?

**In-house counsel
Private practitioners
Government lawyers
Legal secretaries
Paralegals
Those required to draft agreements in English**

Improving Global Communication

Communicaid English

Through Language & Culture





Why is Legal English Training Important?

In a global market, cross-border transactions are commonplace. In response, the use of English as the language of business has become even more widespread. The ability to do your job as effectively in English as you can in your own language is an invaluable skill.

For lawyers, words are a basic tool. The meaning and interpretation of them can be crucial to the success or failure of a case, a contract or the clinching of a deal. Law has a language of its own. Some words exist only in a legal context, others take on a different meaning, some take on several different meanings depending on the context. In close collaboration with you and your training department, Communicaid English have the experience and professionals to offer you a solution to these challenges.

Communicaid English

Communicaid English is Europe's leading provider of specialist English language training for lawyers. In 2001 alone, more than 500 lawyers from all over the world chose Communicaid for legal English training. The programmes varied from individual coaching to highly specific in-company group training. Our legal programmes are completely portable and can take place at one of Communicaid's training centres or at a location of your choice worldwide.

With training courses available in all areas of legal and business practice (corporate, I.P., administrative, etc.) and in all skills (drafting, negotiating, presenting, etc.), you can select anything from individual courses to worldwide corporate programmes.

Your Trainers

Because of the highly specialised and distinct nature of the English used by lawyers in a professional context, Communicaid believes that only those with an intimate knowledge of the law and the language can fulfil the role of a trainer. For this reason, you will benefit from professionals who are qualified and experienced lawyers, as well as being expert linguists.

Drafting Contracts in English

Working in another language is difficult enough, writing in another language is even harder, drafting a contract accurately, clearly and quickly is about as difficult as it gets. This course, designed and taught by legal drafting specialists, offers highly targeted and effective training in the skills of good drafting in English.

See sample programme opposite

Price: £895* (3 day programme)

In-Company Legal English Training

In-Company training for groups of lawyers or support staff offers you a flexible solution:

- * More cost effective
- * Allows a much greater level of tailoring and specialisation
- * Allows trainees to be available if required

Every course is designed as a result of extensive consultation, assessment and analysis. Where necessary, full audits can be carried out and training recommendations and strategies drafted.

Price: £1250* (per day for a group of up to six delegates)

"Our recommendation of The Communicaid Group as a provider of business language training is based on the excellent intensive courses we have attended. The courses were tailored to focus on contract drafting and areas of real estate law. It has been a pleasure working with Communicaid."

Regina Andreas
Language Services Manager
Lovells Boesebeck Droste

English for Legal Secretaries

Tailor-made courses run for all levels of secretarial and support staff. Courses can focus on subjects ranging from telephone and writing skills to improving understanding of legal processes and concepts. Designed according to the requirements of your firm and staff, these courses can be held in one of Communicaid's training centres (London, Paris, Frankfurt) or in your offices.

Price: £1250* (per day for a group of up to six delegates)

Individual Programmes

Courses can be arranged in our training centres for individuals requiring intensive coaching on any aspect of legal practice or skills. Where appropriate, different types of training can be combined. For example, you may choose individual coaching in the morning and then join a business communication training group in the afternoon.

All courses are designed after assessment and needs analyses.

Price: £1890 (30 hours of individual training in specialist legal English)

"A learned lecturer and lots of practical drafting exercises - 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



The Law Society

Drafting Contracts in English Course Programme 2002

Open Groups: March 11-13, July 15-17 and November 25-27.



Day 1	Day 2	Day 3
<p>An Overview of International Commercial Relationships</p> <ul style="list-style-type: none"> * Distribution, Agency, Franchise <p>Redrafting Complex Sentences</p> <ul style="list-style-type: none"> * Principles of drafting in plain English * Avoiding archaisms, repetition, tautology 	<p>Technical Language & Grammar Review</p> <ul style="list-style-type: none"> * Achieving clarity, avoiding ambiguity * Technical terms and phrases - achieving an absolute equivalent <p>Case-study Part 1</p> <ul style="list-style-type: none"> * Background & preparation for negotiation 	<p>Drafting Boiler-plate Clauses</p> <ul style="list-style-type: none"> * Dispute Clause, Government Law, Jurisdiction <p>Drafting the Operative part of the Distribution Agreement Negotiated on Day 2</p> <ul style="list-style-type: none"> * Payment Terms, Delivery Installation & Acceptance, Performance Warranties
<p>Key Terms in International Commercial Agreements</p> <ul style="list-style-type: none"> * Recitals, Boiler-plate Clauses, Operative Part <p>Mini-Case Studies</p> <ul style="list-style-type: none"> * Contractual principles applied to common types of commercial dispute <p>Overview & Consolidation of Day 1</p>	<p>Negotiating an International Distribution Agreement</p> <ul style="list-style-type: none"> * The operative part <p>Drafting a Letter of Intent/Heads of Terms</p> <ul style="list-style-type: none"> * Format, Style, Legal Implications <p>Overview & Consolidation of Day 2</p>	<p>An Overview of Arbitration and International Dispute Resolution</p> <p>Simulation</p> <ul style="list-style-type: none"> * "A Commercial Arbitration" <p>End of Course Review</p>

Sample Programmes

(The actual content of the course is adapted to the requirements within each group. Delegates are invited to bring examples of their own contracts with them to work on during the course) Communicaid reserves the right to alter the advertised programmes at any time.

How you can Book

English for Lawyers and Legal Support Staff



Call **Jonathan Cox** on +44 (0)20 7426 8401



Fax this booking form to us on +44 (0)20 7426 8408



e-mail to: jonathan.cox@communicaid.com



Send an enquiry by visiting www.communicaid.com



Send this form to: **Jonathan Cox**, Communicaid English
21-25 Earl Street, London EC2A 2AL, UK.

Please contact me regarding

In-Company training Individual training Other training

Mr/Mrs/Ms/Dr (surname):

First name:

Job Title:

Company:

Telephone:

Email:

Address:

Country:

Drafting Contracts in English Booking Form

Important notice: Completion of this form constitutes a legally binding contract.
The applicable law shall be that of England and Wales.

Open Groups (2002): March 11-13, July 15-17 and November 25-27

Fee: £895 (UK Sterling) 15% reduction for 2nd delegate

Mr/Mrs/Ms/Dr (surname):

First name:

Job Title:

Company:

Telephone:

Fax:

Email:

Course date:

Authorised by:

Signature:

Address:

Country:

Cheque enclosed:

Credit Card (Visa/Mastercard)

Number:

Expiry Date:

Account Name:

Cardholder's Signature:

Improving Global Communication

The Communicaid Group

Through Language & Culture

The Communicaid Group

Communicaid English is a division of The Communicaid Group. One of Europe's leading providers of language and cultural training to the corporate and public sectors. With offices in London, Paris and Frankfurt, we are able to deliver flexible, tailor-made language and cultural training in all world languages and cultures worldwide.

Wide Choice of Accommodation

Accommodation can be arranged on your behalf in nearby hotels or with carefully selected English host families.

Payment

Payment is required a minimum of one month before the seminar. Communicaid reserve the right to refuse admission if fees are not paid.

Cancellation Policy

Full refunds (less 15% administration fee) are available up to 28 working days before the event. For cancellations received subsequently, no refund will be given. Notification of cancellation must be given in writing, by letter, telex or fax. If within the 28 working days cancellation period, registered delegates wish to postpone their attendance, they will be entitled to attend the next course on this subject for 25% of the relevant registration fee, in addition to cancellation charges as outlined previously.

Further Information

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