



06

Legal English
Training

Public & Tailored
Programmes

London

Paris

Frankfurt

Madrid

Milan



Communicaid

Culture and
Communication Skills
Consultancy

Communicaid

Communicaid is the world's leading provider of Legal English training to lawyers, paralegals and legal secretaries.

In 2005 alone, more than 800 lawyers worldwide chose Communicaid for legal English training. These programmes varied from individual coaching to highly specific in-company group training. All our legal programmes are completely portable and can take place at one of our training centres or at a location of your choice worldwide.

English for lawyers & legal support staff

Following the global expansion of Anglo-American law firms, English has increasingly become the official language for contracts of multinationals and international organisations. Moreover, with its use as the international business language, English is now established as the lingua franca of international legal practice.

It is in response to these growing needs that we have developed our Legal English programmes. Aimed at meeting the requirements of lawyers, paralegals and legal secretaries, these courses specifically target the spoken and written skills as well as language areas required for their daily work.

Courses are available in all areas of legal practice (corporate, I.P., administrative, etc.) and in all skills (contract drafting, negotiating, presenting, etc.), with a choice of formats ranging from individual courses to worldwide corporate programmes.

Who should attend?

Our wide range of legal English programmes are aimed at lawyers and legal support staff who are required to use legal English in their daily work.

- Lawyers employed by law firms
- Lawyers in banks and financial institutions
- Lawyers working in industry or government
- Legal secretaries and paralegal support staff
- Senior Managers and Directors

Your trainers - experienced lawyers

Due to 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 English 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 expert linguists.

Communicaid's faculty of legal English trainers comprises lawyers with many years of experience. Our team includes lawyers that have practiced with firms such as *Freshfields Bruckhaus Deringer*, *Norton Rose and Linklaters*, as well as lecturers from the *Universities of Cambridge, Warwick and University College London*.

Public Programmes 2006

Programme	Location	Cost*	Duration	2006 Public Programme Dates		
				1	2	3
Drafting Contracts	London	£1,155.00	3 Days	27 - 29 March	26 - 28 June	20 - 22 November
English for Lawyers	London	£2,050.00	5 Days	20 - 24 March	19 - 23 June	13 - 17 November
Legal Secretaries	London	£995.00	3 Days	3 - 5 April	3 - 5 July	27 - 29 November
Drafting Contracts	Paris	€950.00	2 Days	12 - 13 June	16 - 17 October	
Legal Secretaries	Paris	€800.00	2 Days	14 - 15 June	18 - 19 October	
Drafting Contracts	Frankfurt	€950.00	2 Days	10 - 11 July	9 - 10 October	
Legal Secretaries	Frankfurt	€800.00	2 Days	12 - 13 July	11 - 12 October	
Drafting Contracts	Madrid	€950.00	2 Days	19 - 20 June	23 - 24 October	
Legal Secretaries	Madrid	€850.00	2 Days	21 - 22 June	25 - 26 October	
Drafting Contracts	Milan	€950.00	2 Days	25 - 26 September		
Legal Secretaries	Milan	€800.00	2 Days	27 - 28 September		

* Prices quoted in EUROS are subject to change according to currency fluctuations

Legal English Programmes

English for Lawyers

Lawyers representing international clients or liaising with overseas offices and colleagues use business and legal English as the lingua franca for all negotiations, contracts and discussions. Practising law on an international scale, therefore, requires competence in both verbal and written English.

The highly effective programme *English for Lawyers* acts as both a refresher for experienced lawyers and an invaluable instruction for newly qualified lawyers, providing the necessary tools to be fully operational in English in the legal field. (see Open Group Programme opposite)

TRAINING OPTIONS	DURATION	PRICE
Public & Tailored Group	5 Days	£2050 per delegate

Drafting Contracts in English

A badly drafted contract may puzzle clients, annoy colleagues or mislead decision-makers. Worse still, an unclear contractual clause may precipitate a dispute that can only be resolved through expensive litigation*. Too often contracts are structured in a way that makes them less accessible to the reader and use language that is not as precise and efficient as it might be, in particular language that is unclear, wordy, archaic or clumsy.

This highly practical programme, delivered by legal drafting specialists, offers targeted and effective training in the skills of good drafting in English. (see Open Group Programme opposite)

TRAINING OPTIONS	DURATION	PRICE
Public & Tailored Group	3 Days	£1155 per delegate
Public & Tailored Group	2 Days	€950 per delegate**

Legal English for Legal Secretaries

Legal Secretaries are tasked with performing a number of duties. As well as traditional secretarial responsibilities, they are often involved in more technical paralegal style functions, e.g. preparation of employee contracts, identification of laws and judicial decisions, patents, etc.

Whatever your role, the ability to understand legal terminology and its usage, as well as relevant grammar and punctuation, can help you to function more effectively and efficiently. *Legal English for Legal Secretaries* focuses on all key skills required by legal secretaries and paralegals in a modern day legal department or law firm. (see Open Group Programme opposite)

TRAINING OPTIONS	DURATION	PRICE
Public & Tailored Group	3 Days	£995 per delegate
Public & Tailored Group	2 Days	€800 per delegate**

Tailored Programmes

All of the above programmes can be arranged on an individual and group basis, offering intensive coaching on any aspect of legal practice. Legal practice areas may include:

Tax, Intellectual Property, Real Estate, Corporate Finance, Public, Corporate, Mergers & Acquisitions, Administrative, Capital Markets.

All of our legal English programmes can be combined with one of [Communicaid English's](#) business communication courses (e.g., Banking & Finance, Business or Insurance English)

TRAINING OPTIONS	DURATION	PRICE
Public & Tailored Group	5 Days (flexible)	£2150 per delegate (£975 per additional delegate)

*Dr Frank Griffith Dawson, Communicaid English Legal trainer, *The European Lawyer* July/August 2002

**Public programmes in Paris, Frankfurt, Madrid and Milan.

Programme Content 2006*

English for Lawyers				
Day 1	Day 2	Day 3	Day 4	Day 5
Legal English in Context Course overview Core aspects of English law Achieving effective legal English	Effective Written English for Lawyers Practical exercises Contractual terms	Discussing Contractual Terms Presenting legal advice memoranda	Mergers & Acquisitions Service agreements Raising funds: debt & equity, IPOs	Joint Ventures JV agreements Operative clauses
Drafting Contracts in English Legal grammar and vocabulary Re-drafting short clauses <i>Skills focus:</i> <i>Legal Drafting (1)</i>	Case Study (1): Contractual Liability Giving legal opinion <i>Skills focus:</i> <i>Client Meetings</i>	Case Study (2): Forming a Company Shareholder's agreement Company Law terms <i>Skills focus:</i> <i>Legal Drafting (2)</i>	Case Study (3): Litigation Key terms in context Dispute resolution <i>Skills focus:</i> <i>Negotiating in English</i>	Financial Legal Language Share sale agreements Sale of business <i>Skills focus:</i> <i>Meetings & Negotiations in English</i>

Drafting Contracts in English		
Day 1	Day 2	Day 3
An Overview of International Commercial Relationships Distribution, Agency, Franchise Redrafting Complex Sentences Principles of drafting in plain English	Technical Language & Grammar Review Achieving clarity, avoiding ambiguity; Technical terms & phrases Case-study (2) Background & preparation for negotiation	Drafting Boiler-plate clauses Dispute clause, Government law, Jurisdiction Drafting the Operative Part of the Distribution Agreement Payment terms, performance warranties, etc.
Key Terms in International Commercial Agreements Recitals, Boiler-plate clauses, etc. Case Study (1) Contractual principles applied to commercial dispute Overview & Consolidation (Day 1)	Negotiating an International Distribution Agreement The operative part Drafting a Letter of Intent/Heads of Terms Format, Style, Legal implications Overview & Consolidation (Day 2)	An Overview of Arbitration and International Dispute Resolution Simulation: A Commercial Arbitration End of Course Review

English for Legal Secretaries		
Day 1	Day 2	Day 3
An Introduction to the English and Comparative Legal Systems Key Figures & Technical Vocabulary	Translating Documents/Redrafting Skills (1) Making sense of complex sentences Using punctuation to clarify meaning Proofreading and error correction	Contracts-an Overview What is a contract? Most common types Basic components
Handling Telephone Calls Using different registers Handling problem calls Language & Grammar Review (1)	Translating Documents/Redrafting Skills (2) Letters Standard forms Correct forms of address Language & Grammar Review (2)	Redrafting Exercise Delegates will be asked to redraft a selection of texts employing the skills acquired during course. End of Course Review

* The actual content of these courses are adapted to the requirements of each group. Delegates are invited to bring examples of their own contracts and legal documentation to work on during the course. Communicaid reserves the right to alter the advertised programmes at any time.

What our clients say

“Communicaid provided me with highly professional legal English training, tailored precisely to the area of law in which I specialise. As a result of the programme, I now have increased confidence in my ability to perform my daily work with clients.”

Antonia Seitz
Employment Lawyer
Baker & McKenzie (Germany)

“Our recommendation of Communicaid as a provider of legal 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 (Germany)

“The Great Britain China Centre sponsored legal English training programme with Communicaid has been of great benefit to my future professional career.”

Zhonglin He
Intellectual Property Judge
The Supreme People’s Court (China)

“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 (Norway)

“In just three days, Communicaid was able to provide me with the essential writing skills necessary for my work. I found my trainer to be excellent in understanding my particular requirements and was impressed by his ability to tailor relevant activities.”

Dorthe Jakobsen
Legal Secretary
Rønne & Lundgren (Denmark)

“I have never learnt so much in such a short space of time.”

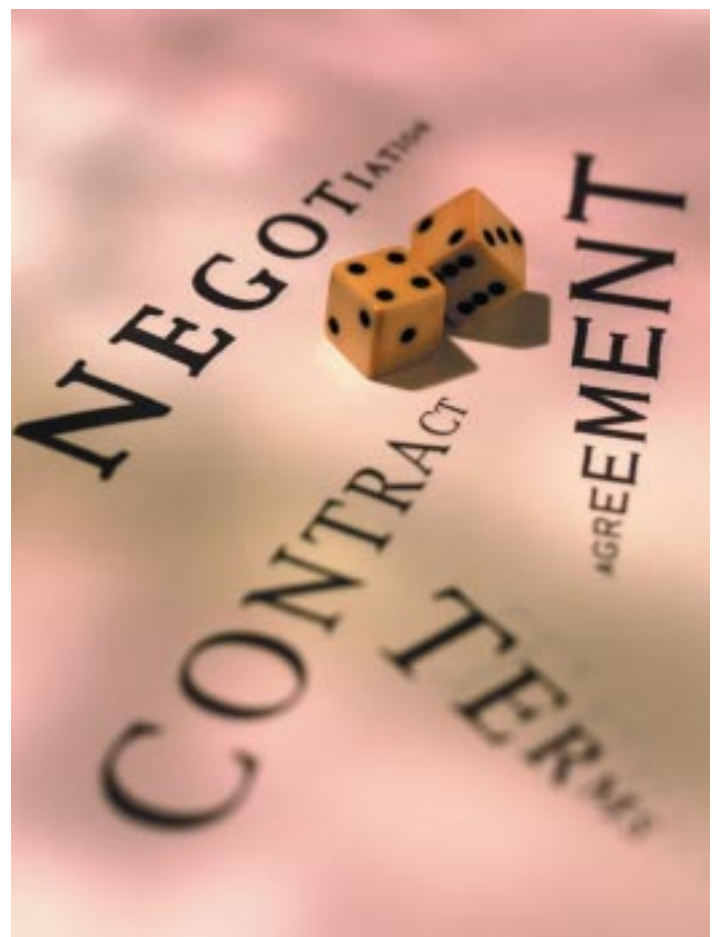
Karina From Soerensen
Assistant, Legal Department
A.P. Møller-Maersk Group (Denmark)

Our clients - your guarantee






Our clients include prestigious law firms such as *Clifford Chance*, *Freshfields Bruckhaus Deringer*, *Baker & McKenzie*, *Lovells* and *White & Case* as well as in-house counsel from organisations including *Shell*, *ENI*, *Vivendi* and *Nordea*.

Worldwide recognition

Communicaid’s programmes are recognised and promoted by law societies and bar associations worldwide. We are also proud to be the only language training provider authorised by both the Law Society of England and Wales and the Dutch Bar Association to award CPD points.



Legal English Training 2006

-  Call **Communicaid** on +44 (0)20 7648 2140
 Fax this booking form to us on +44 (0)20 7648 2178
 E-mail to: legal@communicaid.com
 Send an enquiry by visiting www.communicaid.com
 Send this form to: Legal Programmes, Communicaid,
Holland House, 1-4 Bury Street, London, EC3A 5AW, UK

Booking form

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

English for Lawyers (London)

Open Groups (2006): 20 - 24 March 19 - 23 June 13 - 17 November

Drafting Contracts In English (London)

Open Groups (2006): 27 - 29 March 26 - 28 June 20 - 22 November

Drafting Contracts In English (Paris)

Open Groups (2006): 12 - 13 June 16 - 17 October

Drafting Contracts In English (Frankfurt)

Open Groups (2006): 10 - 11 July 9 - 10 October

Drafting Contracts In English (Madrid)

Open Groups (2006): 19 - 20 June 23 - 24 October

Drafting Contracts In English (Milan)

Open Groups (2006): 25 - 26 September

English for Legal Secretaries (London)

Open Groups (2006): 3 - 5 April 3 - 5 July 27 - 29 November

English for Legal Secretaries (Paris)

Open Groups (2006): 14 - 15 June 18 - 19 October

English for Legal Secretaries (Frankfurt)

Open Groups (2006): 12 - 13 July 11 - 12 October

English for Legal Secretaries (Madrid)

Open Groups (2006): 21 - 22 June 25 - 26 October

English for Legal Secretaries (Milan)

Open Groups (2006): 27 - 28 September



Business Communication Solutions

In addition to our specialist legal English programmes, **Communicaid** also provides programmes in business, insurance and financial English. If you wish to improve both your legal and business English skills, a combined programme is ideal.

We will work closely with you to design a programme to meet your unique requirements with modules focusing on key commercial skills such as business culture, presenting, leading/attending meetings, presenting, telephoning or negotiating in English.

With training centres in London, Paris, Frankfurt and New York combined with a worldwide partner network, **Communicaid** is uniquely placed to meet your global language, culture and communication needs.

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** reserves 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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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: