

English for Lawyers & Legal Support Staff

Programmes include:

- Drafting Contracts in English
- English for Lawyers
- English for Legal Secretaries
- English for Specialist Practice Areas



The Law Society



Improving Global Communication

Communicaid English

Through Language & Culture

Communicaid English

Communicaid English, the specialist language training division of The Communicaid Group, is Europe's leading provider of legal English language training to lawyers and legal support staff.

In 2002 alone, more than 600 lawyers from throughout the world chose **Communicaid English** 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 expansion of Anglo-American law firms into Europe, the adoption of English as the official language for contracts by many multinationals and its use as the international business language, spoken and written English has become the lingua franca of international legal practice.

It is in response to these growing needs that we have developed our *English for Lawyers and Legal Support Staff* programmes. Aimed at meeting the requirements of lawyers, paralegals and legal secretaries, these courses specifically target the spoken and written skills and 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 available to suit your needs.

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 English** 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 English'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*.



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	SUGGESTED DURATION	PRICE
Open & Closed Group	3 Days	£895 per delegate

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	SUGGESTED DURATION	PRICE
Open & Closed Group	5 Days	£1895 per delegate

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. *English for Legal Secretaries* focuses on all key skills required by legal secretaries and paralegals in a modern day legal department or law firm.

TRAINING OPTIONS	SUGGESTED DURATION	PRICE
Individual & Closed Group	3 Days	£1150 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	SUGGESTED DURATION	PRICE
Individual & Closed Group	5 Days	£1890 per delegate

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

Open Group Programmes

Drafting Contracts in English Programme 2003*

Open Groups: 10-12 March, 14-16 July and 24-26 November

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>

English for Lawyers Programme 2003*

Open Groups: 7-11 July and 17-21 November

Day 1	Day 2	Day 3	Day 4	Day 5
<p>Civil vs. Common Law Systems</p> <ul style="list-style-type: none"> □ Their impact on language & business culture □ Sources of law □ Use of cases <p>Drafting Contracts in English (1)</p> <ul style="list-style-type: none"> □ Basic principles □ Form & structure □ Clauses <p><i>Skills focus:</i> Legal Drafting</p>	<p>Commercial Legal Language</p> <ul style="list-style-type: none"> □ Joint ventures □ Company law terminology <p>Financial Legal Language</p> <ul style="list-style-type: none"> □ Sources of finance □ Debt/equity □ Loans/bond issues <p><i>Skills focus:</i> Language for Meetings</p>	<p>Non-contractual Liability</p> <ul style="list-style-type: none"> □ Liability & litigation terms □ Procedures □ Tort <p>Drafting Contracts in English (2)</p> <ul style="list-style-type: none"> □ Practical exercises □ Agreements <p><i>Skills focus:</i> Telephoning & Follow-up Drafting</p>	<p>Mergers & Acquisitions</p> <ul style="list-style-type: none"> □ Warranties □ Takeover bids □ Hostile takeovers <p>Case Study - Forming a Joint Venture (JV)</p> <p><i>Skills focus:</i> Negotiating in English</p>	<p>Language Review</p> <ul style="list-style-type: none"> □ Workshop for accuracy & vocabulary <p>Case Study - Presenting the JV Heads of Agreement</p> <p><i>Skills focus:</i> Presenting in English</p>

* 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 English reserves the right to alter the advertised programmes at any time.

Clients' comments

“Communicaid English 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 English 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 Boesebeck Droste

“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

“In just three days, Communicaid English 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.”

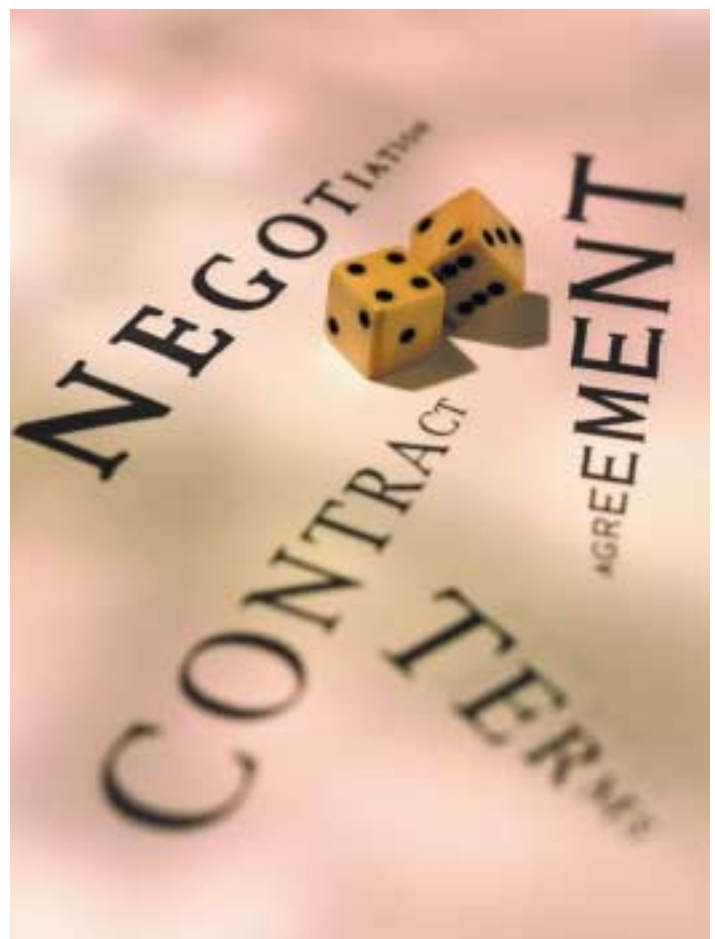
Dorthe Jakobsen
Legal Secretary
Rønne & Lundgren

Our clients - your guarantee

Communicaid English has no greater guarantee of quality than our clients. With many of the world's leading law firms and corporations relying on our services, you can be sure of achieving the results you require. Our clients include prestigious law firms such as *Freshfields Bruckhaus Deringer*, *Clifford Chance*, *Baker & McKenzie* and *Linklaters* as well as in-house counsel from organisations including *ENI*, *Thyssen Krupp*, *Vivendi-Universal* and *Nordea*.






Worldwide recognition

Communicaid English'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.



How you can book

English for Lawyers & Legal Support Staff

-  Call **Richard Widdowson** on +44 (0)20 7426 8401
-  Fax this booking form to us on +44 (0)20 7426 8408
-  e-mail to: richard.widdowson@communicaid.com
-  Send an enquiry by visiting www.communicaid.com
-  Send this form to: **Richard Widdowson**, Communicaid English 21-25 Earl Street, London EC2A 2AL, UK.

Please contact me regarding

- Closed group training Open group training Individual training

Mr/Mrs/Ms/Dr (surname):

First name:

Job Title:

Company:

Telephone:

Email:

Address:

Country:

Booking form

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

Drafting Contracts In English

Open Groups (2003): 10-12 March 14-16 July 24-26 November

English for Lawyers

Open Groups (2003): 7-11 July 17-21 November

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 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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