

Syllabus

Subject

| | |
|--------------------------------|---|
| Subject / Group | 20481 - English for Legal Purposes / 4 |
| Degree | Degree in Law - Fourth year Degree in Labour Relations (2010 syllabus) - Fourth year |
| Credits | 6 |
| Period | 2nd semester |
| Language of instruction | English |

Professors

| Lecturers | Office hours for students | | | | | |
|--|---------------------------|----------------|----------|------------|------------|-------------------|
| | Starting time | Finishing time | Day | Start date | End date | Office / Building |
| Neus Ortega Adrover | 19:00 | 20:00 | Thursday | 12/09/2019 | 28/05/2020 | Ramon Llull |
| <i>Responsible</i> neus.ortega@uib.es | | | | | | |

Context

All information supplied through Campus Extens will have the same validity as this teaching guide

The English language has become an essential competence in view of employment and career prospects. This elective course shall, therefore, be aligned with the wide range of English for specific purposes courses universities are offering as a reply to this increasing demand for professional English. It aims to provide students with the language competence necessary to communicate effectively with clients and professionals in a legal environment, a training for future legal professionals within the context of an international legal practice.

Requirements

Essential

Classes will be conducted in English. Therefore, an intermediate English competence, a B1 level as defined by the Common European Framework for language reference (<https://www.coe.int/en/web/common-european-framework-reference-languages/table-1-cefr-3.3-common-reference-levels-global-scale>), is needed prior to course commencement.

The course syllabus is consistent with the B2 level in the Common European Framework for language reference. Upon successful course completion, students will have achieved and be accredited with the English competence required in order to obtain the UIB undergraduate degree within the new Bologna framework. The subject assumes a previous language competence of B1. Students scoring below a B1 level (language competence accomplished upon high school diploma and required for university access exams) may need longer hours of self-study. Those students shall be aware that it is their responsibility to reach the 'required'

Syllabus

level prior to the beginning of the course. The university also provides rooms for language self-study (C13, Guillem Cifre de Colonya) open to the student body.

Skills

Specific

- * CT1 - 14. Conocimiento de la lengua inglesa. En un nivel medio, comprender, hablar y escribir en lengua inglesa CE13 - 8. Comunicación. Exponer ideas, propuestas o soluciones jurídicas con orden, precisión y concisión, tanto en forma oral como escrita, adaptando el discurso a las circunstancias (destinatario, posición neutral o de parte, etc.). CE15 - 11. Negociación y mediación. Conocer y saber emplear técnicas básicas de negociación y mediación en problemas jurídicos. * Ability to communicate in English (Capacidad para comunicarse en inglés).. * Teamwork skills development (Capacidad para trabajar en equipo). * Ability to communicate information, ideas, problems, and solutions to an audience, both specialised and non-specialised (Poder transmitir información, ideas, problemas y soluciones a un público tanto especializado como no especializado).

Generic

- * Las competencias genéricas para el grado de Derecho puede consultarse en: <http://estudis.uib.es/es/grau/dret/GDRE-P/mesInformacio.html#CompetenciesCompletes> CG1 - 1. Conocimiento del entorno social. Conocer y comprender el entorno social, especialmente sus coordenadas territoriales y económicas. CG2 - 10. Trabajar en equipo. Desarrollar en equipo tareas jurídicas, en especial las que implican interdisciplinariedad, lo que incluye tanto el liderazgo como la colaboración adecuada en la ejecución de tareas colectivas.. CG3 - 13. Autonomía. Ser capaz el graduado de enfrentarse a nuevos problemas y necesidades. CG4 - 15. Manejo TIC. Manejar como usuario las herramientas electrónicas básicas.
- * Las competencias genéricas para el grado de Relaciones Laborales pueden consultarse en <http://estudis.uib.es/es/grau/rlaborals/GRLA-P/mesInformacio.html#CompetenciesCompletes> 1 - Capacidad de análisis y síntesis 2 - Capacidad de organización y planificación 3 - Capacidad para transmitir y comunicarse por escrito y oralmente adaptando el discurso a las circunstancias, usando la terminología y las técnicas adecuadas y redactar textos e informes 4 - Capacidad de resolución de problemas aplicando los conocimientos a la práctica 5 - Capacidad de gestión de la información y manejo de las TIC en el ámbito de estudio y contexto profesional. 6 - Conocimiento de la lengua inglesa 7 - Habilidades para las relaciones sociales e interpersonales.

Transversal

- * CT1 - 14. Conocimiento de la lengua inglesa. En un nivel medio, comprender, hablar y escribir en lengua inglesa..

Basic

- * You may consult the basic competencies students will have to achieve by the end of the degree at the following address: <http://www.uib.eu/study/grau/Basic-Competences-In-Bachelors-Degree-Studies/>

Content

Range of topics

20481. English for Legal Purposes. Thematic contents

Syllabus

The subject starts with a general overview of the different bodies of law (mainly civil, commercial and criminal) and their specific terminology. Students will be further introduced to the vocabulary of some of the most commonly used Legal English terms, and will get acquainted with the specific grammar structures and terms privileged in Legal English. This intended practical approach views language in context, in legal contexts, as the proper ground that enables students to grow a professional language competence in line with accuracy, fluency and correctness. All this shall reflect on an extensive class work on legal vocabulary and grammar in use, but also, and more in particular, through the activities designed to cover the 4 main skills of language learning as detailed here below. Special emphasis will be focused on pronunciation and phonetics to improve not only the speaking skills but most importantly the understanding competences.

Teaching methodology

The schedule of the course will be made available to students through the UIB digital platform. The schedule shall at least include the dates when the continuous assessment tests will be conducted and the hand-in dates for the assignments. In addition, the lecturer shall inform the students as to whether the subject work plan will be carried out following a schedule or by any other means available in the Aula Digital platform.

The methodology focuses on the four skills.

Reading comprehension:

In order to properly approach the language of law, students will be provided with a collection of the types of legal texts and documents law practitioners are often confronted with. The course aims at developing text-specific reading skills and strategies, as well as getting acquainted with legal documents, such as memoranda or articles of association and legal correspondence.

Written expression:

Written communication is an important part of legal practice. Forms, emails, memos, letters and memoranda of law will be discussed and produced by students.

Listening comprehension:

Increasing language competence also entails the development of language listening comprehension skills. In this specific area, students will be exposed to a variety of audios and videos including extracts from commercial films, news reports on legal issues, excerpts from law lectures and interviews. Practitioners from different Law firms may also come to lecture on their specific area of law practice during the course.

Oral expression:

Aims at developing speaking strategies in order to overcome the challenges of establishing business relationships within a variety of legal contexts ranging from the initial contacts with the client to meetings and negotiations.

In-class work activities (2.4 credits, 60 hours)

| Modality | Name | Typ. Grp. | Description | Hours |
|----------------|---------------------------|-----------------|---|-------|
| Theory classes | Grammar and Vocabulary in | Large group (G) | Classes will be devoted to studying aspects of English grammar and vocabulary that may be of special interest for Law students. Readings and listening tasks in the legal context | 20 |



Syllabus

| Modality | Name | Typ. Grp. | Description | Hours |
|-------------------|--------------------------------------|------------------|--|-------|
| | context; Reading and Listening tasks | | shall take place focusing on general understanding and test tips. | |
| Practical classes | Brief tasks and tests | Large group (G) | In order to monitor the learning process along the course, brief tasks will be carried out by the students and assessed by the lecturer. Specific dates for these activities will be provided during the semester in Aula Digital. This work along with attendance and participation will be assessed as 10% of their final grade. Failure to attend these specific sessions will result in a grade of 0 (zero) in this part. These tasks are non-retrievable. | 20 |
| Practical classes | Speaking tasks | Medium group (M) | Classes will be devoted to group practical sessions in which students will have an opportunity to develop speaking and listening strategies leading to a growing language competence in oral production. | 10 |
| Practical classes | Writing tasks | Medium group (M) | Special attention will be paid during the sessions to real texts and documents, as well as to business writing production used in legal contexts. | 10 |
| Assessment | Speaking test | Large group (G) | Students' oral skills will be assessed by means of an interview. This test represents 20% of the final grade. Dates, room and times will be announced on Aula Digital. This test is non-retrievable. | 0 |
| Assessment | Writing paper | Large group (G) | The students will have to produce a piece of legal writing. This paper represents 20% of the final grade. All students will sit this test on the scheduled dates but it shall only be assessed if the final exam is passed. Dates, room and times will be announced on Aula Digital. This test is retrievable. | 0 |
| Assessment | Final Exam | Large group (G) | This exam will consist of evaluating student's grammar and vocabulary skills as well as reading and listening abilities. The result of this test will represent 50% of the subject's final grade. Students will need to obtain a minimum score of 5 in this part in order to average out with the other papers (Brief tasks and tests, Writing Paper, and Speaking Test) and successfully pass the subject (whenever the student obtains a minimum average score of 5). All students will sit the Writing Paper but this paper will only be graded when the student obtains at least 5 out of 10 in this exam. In case the student fails the final exam, the overall grade for the subject (Suspenso) will reflect the score obtained in the final exam (100%). Students can resit this exam in July. If a student fails to show up on the date and time established for the final exam, he/ she will receive a 0 (zero) grade. Under no circumstances will the dates and times of the official exams | 0 |

Syllabus

| Modality | Name | Typ. Grp. | Description | Hours |
|----------|------|-----------|--|-------|
| | | | <p>be altered, with the only exception of those cases set out by the University of the Balearic Islands in the Academic bylaws "Reglament Acadèmic".</p> <p>Students will not be allowed into the room once the exam has started. Mobile phones and other electronic devices are not allowed in the room.</p> <p>Plagiarism or misdemeanour behaviour (e.g. cheating) during this exam, will automatically qualify the student's assessment with a "Suspenso" (Grade 0). See the "Reglament Acadèmic".</p> | |

At the beginning of the semester a schedule of the subject will be made available to students through the UIBdigital platform. The schedule shall at least include the dates when the continuing assessment tests will be conducted and the hand-in dates for the assignments. In addition, the lecturer shall inform students as to whether the subject work plan will be carried out through the schedule or through another way included in the Aula Digital platform.

Distance education tasks (3.6 credits, 90 hours)

| Modality | Name | Description | Hours |
|-----------------------|-----------------|---|-------|
| Individual self-study | Individual work | Homework tasks. Additionally, use of the English Lab (https://www.facebook.com/englishlabUIB?fref=ts) is recommended, especially for individual complementary language practice which cannot be provided in the large group theory sessions. | 90 |

Specific risks and protective measures

The learning activities of this course do not entail specific health or safety risks for the students and therefore no special protective measures are needed.

Student learning assessment

Brief tasks and projects will be carried out by the students and assessed by the lecturer. Specific dates for these activities will be provided during the semester in Aula Digital. In the monitoring, the students will be continuously assessed during the lessons considering their attendance, in-class activities and tests as well as homework. All these shall account for a 10% of the final mark. Additionally, there will also be a writing test (20% of the final mark) and a speaking test (20% of the final mark). Lastly, there will be a final exam (50% of the final mark) comprising: Grammar in Context, Vocabulary in Context, Listening and Reading comprehension.

Students will need to obtain a minimum score of 5 in the final exam in order to average out with the other papers (Continuous assessment tasks, Writing Paper, and Speaking Test) and successfully pass the subject (whenever the student obtains a minimum average score of 5). All students will sit the Writing paper but this paper will only be graded when the student obtains at least 5 out of 10 in this exam.

Syllabus

In case the student fails the final exam, the overall grade for the subject will reflect the score obtained in the final exam.

Frau en elements d'avaluació

In accordance with article 33 of Regulation of academic studies, "regardless of the disciplinary procedure that may be followed against the offending student, the demonstrably fraudulent performance of any of the evaluation elements included in the teaching guides of the subjects will lead, at the discretion of the teacher, a undervaluation in the qualification that may involve the qualification of "suspense 0" in the annual evaluation of the subject".

Brief tasks and tests

| | |
|---------------------|--|
| Modality | Practical classes |
| Technique | Real or simulated task performance tests (non-retrievable) |
| Description | In order to monitor the learning process along the course, brief tasks will be carried out by the students and assessed by the lecturer. Specific dates for these activities will be provided during the semester in Aula Digital. This work along with attendance and participation will be assessed as 10% of their final grade. Failure to attend these specific sessions will result in a grade of 0 (zero) in this part. These tasks are non-retrievable. |
| Assessment criteria | In order to monitor the learning process along the course, brief tasks will be carried out by the students and assessed by the lecturer. Specific dates for these activities will be provided during the semester in Aula Digital. This work along with attendance and participation will be assessed as a 10% of their final grade. Failure to attend these specific sessions will result in a grade of 0 (zero) in this part. |

These tasks are non-retrievable.

Final grade percentage: 10% for pathway A

Final grade percentage: 10% for pathway B

Speaking test

| | |
|---------------------|--|
| Modality | Assessment |
| Technique | Objective tests (non-retrievable) |
| Description | Students' oral skills will be assessed by means of an interview. This test represents 20% of the final grade. Dates, room and times will be announced on Aula Digital. This test is non-retrievable. |
| Assessment criteria | Students' oral skills will be assessed by means of an interview. This test represents 20% of the final grade. Dates, room and times will be announced on Aula Digital. |

This test is non-retrievable.

Final grade percentage: 20% for pathway A

Final grade percentage: 20% for pathway B

Syllabus

Writing paper

| | |
|---------------------|---|
| Modality | Assessment |
| Technique | Objective tests (retrievable) |
| Description | The students will have to produce a piece of legal writing. This paper represents 20% of the final grade. All students will sit this test on the scheduled dates but it shall only be assessed if the final exam is passed. Dates, room and times will be announced on Aula Digital. This test is retrievable. |
| Assessment criteria | The students will have to produce a piece of legal writing. This paper represents 20% of the final grade. All students will sit this test on the scheduled dates but it shall only be assessed if the final exam is passed. Dates, room and times will be announced on Aula Digital. This test is retrievable. |
| | Final grade percentage: 20% for pathway A |
| | Final grade percentage: 20% for pathway B |

Final Exam

| | |
|---------------------|---|
| Modality | Assessment |
| Technique | Objective tests (retrievable) |
| Description | This exam will consist of evaluating student's grammar and vocabulary skills as well as and reading and listening abilities. The result of this test will represent 50% of the subject's final grade. Students will need to obtain a minimum score of 5 in this part in order to average out with the other papers (Brief tasks and tests, Writing Paper, and Speaking Test) and successfully pass the subject (whenever the student obtains a minimum average score of 5). All students will sit the Writing Paper but this paper will only be graded when the student obtains at least 5 out of 10 in this exam. In case the student fails the final exam, the overall grade for the subject (Suspenso) will reflect the score obtained in the final exam (100%). Students can resit this exam in July. If a student fails to show up on the date and time established for the final exam, he/she will receive a 0 (zero) grade. Under no circumstances will the dates and times of the official exams be altered, with the only exception of those cases set out by the University of the Balearic Islands in the Academic bylaws "Reglament Acadèmic". Students will not be allowed into the room once the exam has started. Mobile phones and other electronic devices are not allowed in the room. Plagiarism or misdemeanor behaviour (e.g. cheating) during this exam, will automatically qualify the student's assessment with a "Suspenso" (Grade 0). See the "Reglament Acadèmic". |
| Assessment criteria | This exam will consist of evaluating student's grammar and vocabulary skills as well as and reading and listening abilities. The result of this test will represent 50% of the subject's final grade. Students will need to obtain a minimum score of 5 in this part in order to average out with the other papers (Brief tasks and tests, Writing Paper, and Speaking Test) and successfully pass the subject (whenever the student obtains a minimum average score of 5). All students will sit the Writing Paper but this paper will only be graded when the student obtains at least 5 out of 10 in this exam. In case the student fails the final exam, the overall grade for the subject (Suspenso) will reflect the score obtained in the final exam (100%). Students can resit this exam in July. |

Syllabus

If a student fails to show up on the date and time established for the final exam, he/ she will receive a 0 (zero) grade. Under no circumstances will the dates and times of the official exams be altered, with the only exception of those cases set out by the University of the Balearic Islands in the Academic bylaws “Reglament Acadèmic”.

Students will not be allowed into the room once the exam has started. Mobile phones and other electronic devices are not allowed in the room.

Plagiarism or misdemeanour behaviour (e.g. cheating) during this exam, will automatically qualify the student’s assessment with a “Suspenso” (Grade 0). See the “Reglament Acadèmic”.

Final grade percentage: 50% for pathway A with a minimum grade of 5

Final grade percentage: 50% for pathway B with a minimum grade of 5

Resources, bibliography and additional documentation

The UIB WEB platform (Aula Digital) will provide the basic material to follow the subject.

Basic bibliography

Barlik, M. Ambrus P. (2010) The Grammatical System of Legal English. Complex. Budapest.
Krois-Linder, Amy. (2011) International Legal English. A course for classroom or self-study. Cambridge University Press
Legal dictionaries:
Findlaw Legal Dictionary: <http://dictionary.lp.findlaw.com/>
Law.com Law Dictionary: <http://dictionary.law.com/>
Legal Glossary: <http://www.nolo.com/glossary.cfm>

Complementary bibliography

GRAMMAR RESOURCES

Vince, Michael (2008). English grammar in context- Intermediate and Advanced with key Oxford: McMillan
Purdue OWL Writing Exercises Pages - Purdue’s Online Writing Lab is an excellent source of grammar and writing exercises covering everything from sentence structure to use of punctuation. <http://owl.english.purdue.edu/exercises/>

A Brief Grammar for Lawyers by Prof. Don Hughes. <http://users.law.capital.edu/DHughes/content/Content2/Grammar/Grammar%20Main%20Page.htm>

Bartleby.com - general encyclopedias, thesaurus, books of quotations, English usage, include The Elements of Style by William Strunk, Jr., the classic book for all questions about writing.

The Guide to Grammar and Writing sponsored by the Capital Community College Foundation – interactive exercises, grammar and punctuation, writing at the sentence and paragraph level, quizzes, and PowerPoints. <http://grammar.ccc.commnet.edu/grammar>

WRITING RESOURCES

Internet Legal Resource Guide - index of over 4000 websites; particular interest - the section entitled “Academia,” especially section IV, IRG Web Index. <http://www.ilrg.com/>

U.S. Supreme Court web page - oral arguments, opinion, calendar, and more. <http://www.supremecourt.gov/>
English for legal purposes:

Cambridge ILEC Homepage: <http://www.legalenglishtest.org/>

English for Law Blog: <http://englishforlaw.blogspot.com/>

Forum Legal (free legal English materials): <http://www.forum-legal.com/>

Onestopenglish ESP Lesson Bank (law):



Syllabus

<http://www.onestopenglish.com/Business/Bank/Legal/index.htm>

Other resources

FURTHER ONLINE LEGAL RESOURCES:

<http://www.duhaime.org/LegalResources/Contracts.aspx>

<http://www.eel.nl>

<http://www.hg.org/commerc.html>

http://www.icrc.org/web/eng/siteeng0.nsf/iwpList2/Humanitarian_law

<http://www.law.cornell.edu/topics/environmental.html> <http://www.ohchr.org/english/law/> <http://www.scottishlaw.org.uk/lawscotland/environ.html> <http://www2.eli.org/index.cfm>

COURSEBOOKS AND STUDY GUIDES:

Atkins, A. and Mason, C. (2001) *An Essential A–Z of Business Law*, Cambridge Law Studio.

Brieger, N. (2002) *Test your Professional English: Law*, Penguin.

Chartrand, M. et al. (2003) *English for Contract and Company Law*, Sweet & Maxwell.

Krois-Lindner, A. (2006) *International Legal English*, Cambridge: Cambridge University Press.

Riley, D. (2006) *Check Your English Vocabulary for Law*, A & C Black.

