

COURSE SYLLABUS

Information on Course	
Name	ENGLISH FOR PROFESSIONAL PURPOSES (Advanced Level)
Degree	Bachelor's Degree in Law and International Relations (E-5)
Academic year	5 th
Term	1 st term
ECTS Credits	6
Department	Instituto de Idiomas Modernos (Institute of Modern Languages)
Area	Foreign languages
Professor	Joyce Lubert Leblanc

Teaching staff	
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COURSE DESCRIPTION

Pre-requisites
Being registered in the 5th year of the degree. The minimum level established to be able to take this course satisfactorily is a high-intermediate level of English, equivalent to a B2 level from the Common European Framework of Reference for Languages .
Contribution to the Professional Profile of the Degree
In an increasingly international world, English is an essential tool for any professional who wants to work, whether it is in a law firm, for the government, or in a national or multinational company or organization. Given that this subject is taught in the 5 th and last year of the degree, its orientation is highly practical. Focused on a career in the legal profession in an international setting, the aim is to enable the student to present information of a legal and political nature to small groups in English. It complements <u>English I</u> and <u>English II</u> , subjects which were taken in the first and second year, emphasizing the legal notions and concepts that the students have acquired through their study of the law and providing them with the necessary skills and linguistic tools to be able to work in a legal or international context in English.

ACADEMIC SKILLS

Generic Skills

CGI 07 Communication in a foreign language in a professional context.

TOPICS AND CONTENT

Content – Topics

The principal skills to be developed are oral and written comprehension and production in English. This course aims to expand on student's knowledge of Common Law and improve their communication skills, especially in the legal English area.

When they complete the subject, the students will be able to:

- understand and interpret a wide range of written and spoken legal genres
- write a coherent and concise legal text
- describe the different legal areas and the organization of a law firm
- provide information about themselves, their studies and their work experience
- participate in a meeting with a client
- draft letters and emails that would be appropriate in a legal context
- differentiate between different types of register and be able to adapt their register to the situation or task
- recognize and use the lexical, syntactic, and stylistic structures that characterize legal discourse.
- understand and speak using a formal legal register
- simplify formal legal English in written legal texts in order to explain them orally
- understand, interpret and explain a legal text written in English.

Topic 1. Unit 1 – The Practice of Law

Legal systems will be compared, as well as types of courts, the study and practice of law, legal professionals and their responsibilities.

1.1 Linguistic Content

- Vocabulary to refer to different types of legal systems and courts
- Lexical terms used to describe legal proceedings, documents used and actions taken during legal proceedings
- Latin abbreviations and expressions used in legal English
- Vocabulary to speak about law studies, as well as to describe the different practice areas of law and organization of a law firm

1.2 Communication Skills

- Reading and interpreting a Common Law document contrasting it with Civil Law
- Drawing up a resume and cover letter, and knowing how to interview (Unit 1 & Unit 14, p. 198-201)
- Describing law studies, a law firm, and the different practice areas

Topic 2. Unit 9 – Sale of goods

Introduction to language specialized in sale of goods contracts and their regulations, analysing and presenting case studies related to this area.

2.1- Linguistic Content

- Terms related to sale of goods
- The structure and language used to summarize a case
- Language to compare legislation in different countries
- Review of formal contractual expressions

2.2 - Communication Skills

- Understanding a written summary of a case
- Drafting the summary of a case
- Presenting a case orally

Topic 3. Unit 11 – Intellectual Property

Introduction to the specialized language used in intellectual property as well as analysing and presenting case studies related to this area. Training a junior lawyer in a law firm.

3.1 Linguistic Content

- Terms related to intellectual property (patents, registered trademarks, copyrights)
- Review of cohesive devices to establish sequence, to contrast, to highlight, to conclude, to introduce examples, and to summarize
- Expressions used to participate in discussions
- Techniques used to simplify a legal text to a less formal register

3.2 Communication Skills

- Reading and understanding legal texts related to intellectual property: introducing this theme via a text with a lawyer's legal opinion and an article on EU regulations.
- Participating in a discussion
- Drafting a summary of a case
- Simplifying a legal text and being able to explain it orally

Topic 4. Unit 14 - Debtor Creditor

Introduction to the specialized language used in insolvency law as well as analysing and presenting case studies related to this area. Training of insolvency practitioner in a law firm.

4.1 Linguistic Content

- Terms related to insolvency law.
- Review of cohesive devices to establish sequence, to contrast, to highlight, to conclude, to introduce examples, and to summarize
- Expressions used to participate in discussions
- Techniques used to simplify a legal text to a less formal register

4.2 Communication Skills

- Reading and understanding legal texts related to insolvency law:
- Participating in a discussion
- Simplifying a legal text and being able to explain it orally

Topic 5. Unit 15 – Competition Law

Introduction to specialised competition or anti-trust language in an international context, as well as analysing international case studies related to this area.

5.1 Linguistic Content

- Use of passive structures
- Language used to advise clients and warn them of possible risks in this area
- Review of cohesive devices similar to those studied in Topic 3
- Language used to express opinions
- Latin-origin words with irregular plural forms

5.2 Communication Skills

- Reading and understanding legal texts (an EU report and case studies related to Competition Law)
- Drawing up a proposal
- Drafting an email to provide a client with information

Topic 6. Unit 16 – Transnational Commercial Law

Introduction to language specialised in Transnational Commercial Law and the legislation used in different countries, analysing international case studies related to this area.

6.1 Linguistic Content

- Use of coherent expressions in a text
- Planning content and structure of a letter
- Change of register in legal documents from informal to formal and vice versa.
- Formal relative pronouns with prepositions.

6.2 Communication Skills

- Reading and understanding legal texts related to this topic (an introduction to Transnational Commercial Law, conflicting laws, and understanding the extract of a United Nations agreement)
- Speaking about legal issues in a work interview
- Drafting a letter to a client

Topic 7. – Seminars on Current Events

Preparing a presentation in groups based on current events or political themes.

7.1 Linguistic Content

- Review of the language of presentations (they did this in first year already when they did ENGLISH FOR INTERNATIONAL RELATIONS)
- Design of a quiz based on content presented
- Preparation of debate questions to stimulate post-presentation discussion on subject

7.2 Communication Skills

- Being able to “teach” a class in a group setting so as to transmit knowledge on a current event or political theme.
- Being able to stimulate discussion with the class
- Being able to quiz the class to see if the information provided was understood

BIBLIOGRAPHY & RESOURCES

Compulsory Bibliography

Coursebook

Krois-Linder, Amy & Translegal. *International Legal English (A course for classroom or self-study use)*. Cambridge University Press, 2011

Complementary Bibliography

Dictionary

Bilingual Dictionary (Legal English)

Enrique Alcaraz Varó & Brian Hughes. *Diccionario de Términos Jurídicos* Ariel Derecho, 2007

TEACHING METHODOLOGY

General Methodology of the Course

In-class methodology. Participation in class and at least 70% attendance is required.

The course aims to be largely practical and mainly student-centered, in order to encourage students to become autonomous learners and to play active role in their own learning process, which will help them develop the communication skills they will need to communicate in English in their professional future.

In order to practice the language orally and carry out the group work that will be assigned throughout the course, class attendance is essential. Students will develop their oral skills individually, in pairs or in groups by carrying out different communicative tasks related to the topics being studied in the course manual as well as any supplementary materials that will be handed out during the course will be available on Moodle. The course is taught entirely in English and students will be expected to communicate in English at all times.

To achieve the course objectives and acquire the skills that have been specified, each course unit will include the following methodology:

- **Lectures:** the teacher will introduce the topic of the unit; explain course content, as well as linguistic aspects such as grammar or vocabulary.
- **Group work, project work and seminars:** in-class sessions supervised by the teacher in which students will be the focal point, working either individually, in pairs or in groups. The objective will be to practice language production in the classroom. The classes will be centered on the students and their active participation, carrying out exercises in pairs or in groups, as well as working on exercises individually. These exercises can be oral or written, and can include listening comprehension activities using audiovisual materials, oral information exchanges, class discussions, reading and text analysis. The teacher's role will be to stimulate and monitor the students' learning, helping and correcting them whenever necessary.
- **Oral evaluation:** Each student will be evaluated on his/her performance during the presentations and given individual feedback at the end. Evaluation will be based on understanding of the area of law or politics, organization as well as

structure and clarity of the information provided.

- **Written evaluation:** Drawing up of a formal letter and/or email: The student will be given several themes to choose from and will have to write about 300 words using formal, legal language.
- **Use of ICT (Information and Communication Technology):** From time to time, the Multimedia Laboratory will be used to do different activities such as listening comprehension using audiovisual materials, writing or Web searches. Other learning activities may be programmed that have been specifically designed to be carried out in a multimedia lab designed for language learning (equipped with computers, headphones, microphones and supplementary materials.) during class session.
- **Quizzes and final exam:** The students will be given a mid-term quiz and a final exam at the end, which will evaluate all the material covered during the course.

Outside classwork and assignments

Independent study:

Along with the learning activities done in class, homework is essential in order to consolidate both general and specific skills to be acquired.

- a) **Individual written homework.** Students will be expected to do the exercises and activities assigned for homework. In some case, work assigned will be picked up and checked. The objective of these homework assignments is to provide students with further practice and to consolidate the course content, including vocabulary and structures seen in class.
- b) **Individual reading-**Reading of texts assigned to develop reading skills.
- c) **Group work-**Students will have to prepare exercises outside class, at times in collaboration with the other students or individually.

SUMMARY OF STUDENT'S COURSE LOAD			
Activity	Nº in-class hours	Nº of out-of-class hours	Total hours
Theoretical classes	6	6	12
Practical classes	30	30	60
Assessment of oral activities	7	10	17
Exercises and tasks carried out in Multi-media Lab	2	-	2
Group work	11	18	29
Evaluation: individual in-class written work	2	8	10
Evaluation: in-class quizzes	2	9	11
Evaluation: exam	2	9	11
Exam revision	1	-	1
ECTS CREDITS			153

EVALUATION AND ASSESSMENT CRITERIA

Assessment Activities	Skills	Indicators	Weight of assessment
All activities which appear below are aimed to develop different aspects of the CGI 07- Knowledge of a Foreign Language criteria			
2 written assessments	Knowledge of a foreign language	<ul style="list-style-type: none"> ❖ Presentation and structure: paragraphs, introduction and conclusion ❖ Quality of the information ❖ Correct use of language (grammar, syntax, and spelling) ❖ Correct use of lexical language and clear expressions ❖ Capacity to organize and relate ideas using cohesive devices, complex sentences, and subordinate structures ❖ Use of appropriate register for a professional context 	15%
2 oral assessments & active class participation		<ul style="list-style-type: none"> ❖ Active participation in class ❖ Quality of information presented and correct use of legal language and expressions ❖ Appropriate language for a professional interview ❖ Use of expressions learned in class ❖ Correct use of questions ❖ Understanding and summarizing law practice areas ❖ Correct use of language (grammar and syntax) 	25%
1 in-class mid-term quiz after first 3 topics		<ul style="list-style-type: none"> ❖ Mastering concepts learned in first 3 topics ❖ Correct use of language (grammar, syntax, and spelling) ❖ Understanding the lexical terms 	10%
Final Exam		<ul style="list-style-type: none"> ❖ Mastering the global concepts ❖ Correct use of language (grammar, syntax, and spelling) ❖ Understanding the lexical terms ❖ Capacity to express oneself clearly ❖ Appropriately using register and Reading comprehension 	50%

ASSESSMENT

Attendance

According to Article 93 of the General Academic Norms of the *Universidad Pontificia de Comillas*, students are required to attend class. Students who miss more than a third of the class sessions, or a smaller number if so established in the academic norms of the Faculty or School, may not be allowed to take the final exam during the first exam sitting at the end of the academic year.

Evaluation

Fifty percent of the final grade is based on continuous assessment, which reflects the student's performance during the course. This continuous assessment mark, as its name clearly indicates, corresponds to the work done throughout the semester and the student will not be able to make up this work on the day of the exam, nor subsequently. Any assignment, exercise or quiz not done or not submitted on the date established will be marked down as a 0. If a student knows he/she is going to be absent, he/she has to personally notify the teacher **before, not after** the activity. Upon his return, the student will have to present an official note excusing his absence issued by his school or faculty, which is responsible for informing the teacher if the absence is justified and how long the student will be absent. The remaining **50%** of the mark will be based on a final exam.

In order to pass the subject at the end of the first assessment period, the student must obtain a minimum mark of 5 (50/100) in the following two parts that constitute the final mark:

- the continuous assessment based on the activities carried out throughout the course (individual work/written work/oral work/ quizzes) with a minimum mark of 5/10
- final exam 5/10

If a student fails to meet the above criteria, his or her maximum official overall mark for the course will be a 4.0 and he/she will have to do a second re-sit. During this re-sit, the student will have to write a final exam if he/she failed the previous one. The grade for the continuous assessment will be maintained if he/she passed. If the student fails the continuous evaluation, he/she will have to do a series of written and oral exercises to show he/she has acquired the skills learned in class. The student must get in touch with his/her teacher in advance to know what to prepare for the day of the exam.

If the student fails to pass the exam at the second exam sitting, he/she will have to do an exam on all the subject matter and no grades will be kept from the previous year.