



ENGLISH FOR LAW

MLS offers English for Law training for students or professionals who wish to enhance their Legal English skills alongside English and Business language development.

Sample training topics are listed below, although this list is not exhaustive and we would be pleased to discuss alternative topics with you on request. The topics to be included in your training course would be agreed with you before your arrival, and on receipt of a completed Training Needs Analysis form.

The Legal Profession- an Introduction to the Language

A. The Legal Profession - an Introduction to the Language

- ❖ Working in law
- ❖ Making a claim in the civil court
- ❖ Areas of law

B. The Legal Profession - an Introduction to the Language

- ❖ The importance of collocations
- ❖ The importance of prepositions
- ❖ Solicitors and barristers
- ❖ Areas of law
- ❖ The register of letter writing

The Language of Contract Law

A. The Language of Contract Law

- ❖ A contract case
- ❖ More about precedent
- ❖ The elements of a contract
- ❖ The end of an offer
- ❖ What is consideration?
- ❖ Contract and statute
- ❖ Reading contract law
- ❖ Going to court

B. The Language of Contract Law

- ❖ Where does contract law come from?
- ❖ Reading a statute
- ❖ The elements of a contract
- ❖ Reading a contract case
- ❖ Offer and acceptance
- ❖ Consideration
- ❖ Contract law in practice
- ❖ Starting a claim for breach of contract



The Language of Employment Law

A. The Language of Employment Law

- ❖ Being an employer
- ❖ An employment contract
- ❖ How can an employment contract end?
- ❖ Acting for an employee
- ❖ Acting for an employer
- ❖ An employment case

B. The Language of Employment Law

- ❖ Finding a job
- ❖ Working in employment law
- ❖ Some clauses from an employment contract
- ❖ An employment tribunal
- ❖ An employment claim

The Language of the Law of Tort

A. The Language of the Law of Tort

- ❖ What is the law of tort?
- ❖ Types of tort
- ❖ The duty of care
- ❖ More about negligence
- ❖ A famous case in English law

B. The Language of the Law of Tort

- ❖ An introduction to the law of tort
- ❖ What is tortious liability?
- ❖ Some categories of tort
- ❖ The tort of negligence
- ❖ The most famous tort case

Understanding Contracts (1)

A. Understanding Contracts (1)

- ❖ The style of written contracts
- ❖ Understanding formal expressions
- ❖ Understanding technical words
- ❖ Understanding archaic terms
- ❖ Understanding some common words
- ❖ The structure of a contract

B. Understanding Contracts (1)

- ❖ The different parts of a written contract
- ❖ Parties and recitals
- ❖ Defined terms
- ❖ The key obligations
- ❖ Delivery of goods and services



The Language of Business Law

A. The Language of Business Law

- ❖ Sole traders
- ❖ Partnerships
- ❖ A partnership agreement
- ❖ Limited liability partnerships
- ❖ Companies
- ❖ Public and private limited companies
- ❖ Incorporating a company

B. The Language of Business Law

- ❖ Incorporated and unincorporated businesses
- ❖ Sole traders
- ❖ Partnerships
- ❖ The language of drafting
- ❖ The register of letter writing
- ❖ Companies
- ❖ Incorporating a company
- ❖ Paperwork
- ❖ Shares and share capital
- ❖ Limited liability partnerships
- ❖ The language of drafting

Modern Letter Writing

- ❖ The layout of a letter
- ❖ Dates
- ❖ Salutations
- ❖ Complimentary close
- ❖ References
- ❖ Subject lines
- ❖ The body of a letter
- ❖ Putting a letter together
- ❖ The register of letter writing
- ❖ The content of the letter
- ❖ Typical sentences in legal letters
- ❖ Letter writing clinic
- ❖ Correcting common mistakes

The Language of Company Law

A. The Language of Company Law

- ❖ Who runs a company?
- ❖ Areas of company law
- ❖ Directors
- ❖ Company meetings
- ❖ Company finance – a case study
- ❖ Closing a company
- ❖ Insolvent companies



B. The Language of Company Law

- ❖ People connected with a company
- ❖ Working in company law
- ❖ Directors
- ❖ Company meetings
- ❖ Insolvency
- ❖ Who gets the assets?

Understanding Contracts (2)

A. Understanding Contracts (2)

- ❖ Some more typical contract clauses
- ❖ Some important commercial vocabulary
- ❖ Termination clauses
- ❖ Intellectual property clauses
- ❖ Retention of title clauses
- ❖ Warranty, indemnity and force majeure clauses
- ❖ More about force majeure clauses

B. Understanding Contracts (2)

- ❖ Risk and title
- ❖ Intellectual property and confidential information
- ❖ Warranties and indemnities
- ❖ Term and termination
- ❖ Force majeure