

# LEGAL ENGLISH AND DRAFTING - BASIC LEVEL - 20 ORE - 10 CREDITI FORMATIVI

## DOCENTE

### NICOLA JENVEY

Qualified Solicitor of England and Wales  
York College of Law University  
Cambridge ESOL - CELTA Certificate

## DATE

26 Settembre-5 Dicembre 2016

lunedì 13.00 - 15.00

## QUOTE DI ISCRIZIONE

€ 540,00 + IVA

### SCONTI:

#### GIOVANI

10% fino a 35 anni

#### SOCI ASLA

20% per i Soci e i Collaboratori degli Studi ASLA

## PROGRAMMA

### 1. Introduction to the Common Law Legal System

- A - The British and American systems
- B - The Judicial system
- C - Cases and the case method
- D - Applying the law to facts: Holding, Dicta, Precedent
- E - Statutes, Codes, Regulation Interpretation
- F - Conflicts of law
- G - Civil law & Civil Procedure
- H - Criminal law & Criminal Procedure
- I - Evidence
- J - American Federal law versus State law
- K - Diversity of Jurisdiction & Forum
- L - The Legal Profession & Ethics
- M - Binding & Non-Binding International Treaties

### 2. Grammar & Vocabulary

- A - Legal English & Terms of Art
- B - Redrafting and Vocabulary : Development Exercises
- C - Redrafting and Vocabulary : Development Exercises  
Vocabulary specific to: Administrative Law,  
Property law, Uniform Commercial Code

### Listening, Speaking & Comprehension

Mock exercises focusing on meeting participation, telephone skills & conference calls.  
Authentic listening practice, note taking from recordings of meetings and public speaking skills preparation.

### 3. Drafting Original & Supporting Legal Documents

- A - Proper Format
- B - Use of terms and phrases
- C - Cohesion
- D - The importance of clarity
- E - Brevity
- F - General versus ambiguous language
- G - Contextual, semantic & syntactic mistakes
- H - The need for accuracy
- I - Punctuation
- J - Cohesive markers

### 4. Techniques for drafting legal documents

- A - Drafting Interpretative Language: drafting language specific to interpretive documents
- B - Drafting Scholarly and Explanatory Language- drafting language specific to academic materials and explanatory materials addressed to the counterparty or client.
- C - Drafting Persuasive and Advocacy Language- drafting language specific to legal advocacy and persuasive documents specific to litigation or for judicial purposes.



**JUST LEGAL  
SERVICES**