

LEGAL ENGLISH AND DRAFTING - BASIC LEVEL - 20 ORE - CREDITI RICHIESTI

DOCENTE

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DATE

13 Marzo - 5 Giugno 2017

lunedì 13.00 - 15.00

QUOTE DI ISCRIZIONE

€ 650,00 + IVA

SCONTI:

GIOVANI

10% fino a 35 anni

SOCI AIGI

15% per i Soci AIGI

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 - 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.