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| Academic year | 2015-16 |
| Subject | 20481 - English for Legal Purposes |
| Group | Group 22, 1S, GRLA |
| Teaching guide | J |
| Language | English |

Subject identification

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| Subject | 20481 - English for Legal Purposes |
| Credits | 1.2 de presencials (30 hours) 4.8 de no presencials (120 hours) 6 de totals (150 hours). |
| Group | Group 22, 1S, GRLA (Campus Extens 50) |
| Teaching period | First semester |
| Teaching language | English |

Professors

| Lecturers | Horari d'atenció als alumnes | | | | | |
|---------------------------|------------------------------|----------------|-----------|------------|-------------|--|
| | Starting time | Finishing time | Day | Start date | Finish date | Office |
| Alejandrina Escalas López | 10:00 | 11:00 | Monday | 14/09/2015 | 22/01/2016 | despacho asociados filología inglesa |
| | 12:00 | 13:00 | Wednesday | 22/02/2016 | 31/05/2016 | despacho asociados filología inglesa |

Contextualisation

Tutoring hours: before or after class upon prior notice to **email: alejandrina.escalas@uib.es**

All information supplied through Campus Extens tool will be as valid as this study guide.

This course of English for Legal Purposes (group 22) has been designed to cater the specific linguist and communication needs for professionals within the field of Industrial Relations practicing in Spain. EFLP (Group Industrial Relations) goal is, then, twofold: on the one hand to acquire a core vocabulary commonly used by the Spanish Industrial Relations professional (Social Security, Employment law, Audits on Employment law, Work Inspections, Health and Safety, and Human Resources) ; on the other hand, to apply that professional jargon to specific study cases in the Industrial Relations Industry. The course pursues, therefore, to practice and enhance through a professionally contextualized linguistic learning process all English language competences (writing, speaking, listening and reading) in line with the B2 level required by the New Bologna framework.

Requirements

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Essential requirements

Classes will be conducted in English. Therefore, an intermediate English competence, a B1 level as defined by the Common European Framework for language reference (http://www.coe.int/t/DG4/Portfolio/?M=/main_pages/levels.html), 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 course 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' 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

- * CE2- 2. Conocimientos jurídicos básicos.
- * CE12- 12. Capacidad para asesorar en materia de relaciones laborales y de Seguridad Social.
- * CE13. 13. Capacidad para realizar funciones de representación y negociación en diferentes ámbitos de las relaciones laborales.

Generic

- * CG -6. Conocimiento de la lengua inglesa..
- * CG-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.
- * CG1- Capacidad de análisis y síntesis.

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

Theme content

20481 (GROUP 22). English for Legal Purposes

1.Introduction: Legal English within the Spanish legal Framework

- #Bodies of law
- #Legal Professionals
- #the law: letter and spirit
- #Public Administration
- #Court system and proceedings

2.Social Security



#Procedures and formalities

3.The labour market: Employers and employees

#Rights and duties

#The employment tribunal

#Contracts and payrolls

4.The Human Resources department

#Selection of personnel

#Education policies

5.At the workplace

#Health and Safety

#Compliance Audits on Employment law

#Labour Authority Inspections

Teaching methodology

This course is offered as part of the Campus Extens 50 program which involves fewer class hours and further self-study work. Material will be made available online on a weekly basis so that students can become acquainted with unit vocabulary sets prior to class attendance. In-class hours will be, then, devoted to contextualized language production activities (speaking and writing) based on that acquired vocabulary. Students will also find online exercises to train and properly develop areas of language comprehension (listening and reading) along with all necessary grammar.

The methodology focuses on the four linguistic competences:

Language production: oral skills

It aims at developing basic oral communication strategies within the business context of an Industrial Relations professional: interviews, negotiations, presentations, assessments, etc. This area of the language will be a part of student's in-class training.

Language production: writing

The approach to writing production focuses on client communication: formal letter & business email structure, letters of assessment, proposals of service, schemes, courses of action, procedures and processes, etc. Writing will be in-class trained through the analysis and study of purposeful communication strategies and useful grammar exercises.

Language comprehension: reading

Reading comprehension training forms part of the distance learning language areas students are responsible to build-up through self-study. Students will be online supplied with all necessary reading exercises

Language comprehension: listening

Listening comprehension is also a part of the student's distance learning training. Students will be responsible to reinforce language comprehension through the listening activities supplied on weekly basis.

In-class work activities

| Modality | Name | Typ. Grp. | Description | Hours |
|----------------|--------------------------------|-----------------|---|-------|
| Theory classes | vocabulary and grammar reviews | Large group (G) | Students will become acquainted with units' vocabulary and grammar on Campus Extens. Core Vocabulary and key grammar to the units will be further reinforced during class | 5 |

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Before printing this document, please think whether it is really necessary. The environment is a concern of all.

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| Modality | Name | Typ. Grp. | Description | Hours |
|-------------------|-----------------------|-----------------|--|-------|
| | | | hours through the review of exercises and the study and analysis of diagrams and outlines. | |
| Practical classes | reading and listening | Large group (G) | Practical sessions will also be devoted to the analysis of strategies in comprehension of written texts, documents and audios. | 5 |
| Practical classes | speaking | Large group (G) | In-class training will be devoted at large to the analysis of communication strategies and language. Speaking classes particularly target the structure and language of presentations but also interviews, negotiations and client assessment within the context of the Industrial Relations industry. | 10 |
| Practical classes | writing | Large group (G) | In-class training will be devoted at large to the analysis of communication strategies and language. The approach to writing pursues to successfully achieve a set of goals on formal client communication strategies, language and types. | 10 |

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 Campus Extens platform.

Distance education work activities

| Modality | Name | Description | Hours |
|-----------------------|--|---|-------|
| Individual self-study | reading, listening, vocabulary & grammar | On weekly basis students will be supplied with reading and listening exercises to properly build and train comprehension techniques in addition to acquire the suitable vocabulary for the units. Distance learning will also entail the completion of vocabulary and grammar exercises sets. | 120 |

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

vocabulary and grammar reviews

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|---------------------|--|
| Modality | Theory classes |
| Technique | Objective tests (retrievable) |
| Description | Students will become acquainted with units' vocabulary and grammar on Campus Extens. Core Vocabulary and key grammar to the units will be further reinforced during class hours through the review of exercises and the study and analysis of diagrams and outlines. |
| Assessment criteria | Online multiple choice quizzes and/or brief tasks. |

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In order to monitor the learning process throughout the course students will be made available 2-3 online brief-tasks / quizzes that shall account for the continuous assessment part of the course. Tests descriptors and dates will be supplied to the students through Campus Extens.

Final grade percentage: 10%

reading and listening

| | |
|---------------------|---|
| Modality | Practical classes |
| Technique | Objective tests (retrievable) |
| Description | Practical sessions will also be devoted to the analysis of strategies in comprehension of written texts, documents and audios. |
| Assessment criteria | Final Exam The final exam comprises the following parts: listening comprehension, reading comprehension, language in use (grammar and vocabulary). ~~Final exam is a multiple choice in-class test where students will be assessed on vocabulary units and key grammar at B2 level along with the comprehension skills (listening and reading) built-up by means of self-study though the distance learning activities. |

Final grade percentage: 50%

speaking

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| Modality | Practical classes |
| Technique | Oral tests (non-retrievable) |
| Description | In-class training will be devoted at large to the analysis of communication strategies and language. Speaking classes particularly target the structure and language of presentations but also interviews, negotiations and client assessment within the context of the Industrial Relations industry. |
| Assessment criteria | personal interview Oral skills and pronunciation will be duly assessed by means of a brief oral interview. A proper descriptor of the interview along with the interview schedule will provided to the students through Campus Extens. Applicable correction criteria include: pronunciation, grammar correctness, language variety and suitability, overall structure, communication effectiveness etc... |

Final grade percentage: 20%

writing

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| Modality | Practical classes |
| Technique | Extended-response, discursive examinations (retrievable) |
| Description | In-class training will be devoted at large to the analysis of communication strategies and language. The approach to writing pursues to successfully achieve a set of goals on formal client communication strategies, language and types. |
| Assessment criteria | paper |

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To test writing techniques, strategies and language learnt throughout the course, students will have to submit a writing piece. A detailed descriptor of the writing paper along with the date of submittal will be provided to the students through Campus Extens.

Applicable correction criteria include: grammar correctness, language variety and suitability, overall structure, communication effectiveness etc...

Final grade percentage: 20%

Resources, bibliography and additional documentation

Basic bibliography

All necessary material for the proper follow-up of this course shall be provided through your Campus Extens platform.

Complementary bibliography

Legal dictionaries (English only)

-Paper

Black's Law Dictionary Ed. Thomson Reuters Westlaw

-Online

Findlaw Legal Dictionary: <http://dictionary.lp.findlaw.com/>

Law.com Law Dictionary: <http://dictionary.law.com/>

Legal Glossary: <http://www.nolo.com/glossary.cfm>

Legal dictionaries (Bilingual)

-Paper

Diccionario de Términos jurídicos. Enrique Alcaraz, Brian Hughes y M. A. Campos Ed Ariel Derecho

Léxico Temático de terminología jurídica Español- Inglés. Rebecca Jowers Ed. Tirant lo Blanch

-Online

<http://forum.wordreference.com/forums/legal-terminology>

www.linguee.es/

<http://iate.europa.eu/>

SearchByQueryLoad.do;jsessionid=vgWzWjRjc6CzZHmwhHG2T7yJkgL2Lv7YICNRbB9vFBfhldr13PgX!-1993963638?method=load

Spanish legislation and legal resources

<http://www.mjusticia.gob.es/cs/Satellite/Portal/es/servicios-ciudadano/documentacion-publicaciones/publicaciones/traduccion-derecho-espanol>

http://www.seg-social.es/Internet_6/index.htm

<http://www.investinspain.org/invest/en/resources/publications-reports-presentations/doing-business-in-spain/index.html>

European & UK legal resources

<http://eur-lex.europa.eu/homepage.html?locale=es>

<http://www.legislation.gov.uk/>

Legal English course book and grammar

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

More on legal English

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

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2. English for Law Blog: <http://englishforlaw.blogspot.com/>
3. Forum Legal (free legal English materials): <http://www.forum-legal.com/>
4. Onestopenglish ESP Lesson Bank (law):
5. <http://www.onestopenglish.com/Business/Bank/Legal/index.htm>

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.

Other resources

Grammar & Writing 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, includes 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>

Legal writing resources:

1. Internet Legal Resource Guide - index of over 4000 web sites; particular interest - the section entitled "Academia," especially section IV, IRG Web Index. <http://www.ilrg.com/>
2. U.S. Supreme Court web page - oral arguments, opinion, calendar, and more. <http://www.supremecourt.gov/>