

Communication Skills for Lawyers

Sample Timetable – Week 1



	Monday	Tuesday	Wednesday	Thursday	Friday
09.30 – 10.30	Introduction to the course Legal Vocabulary Sources of Law	Visiting Speaker 1 Marika Chalkiadis 'Corporate Insolvency'. Preparation for Negotiation	Review of Contract Drafting with Nabarro Nathanson Language of Presentations	Visiting Speaker 2 'EU Competition Law' Presentations EU Case Studies	Vocabulary The Language of Meetings Preparation for Negotiation
B R E A K					
10.50 – 12.45	Vocabulary, Listening and Speaking EU Institutions and Legislation	Negotiation Role-play 'Computer' Language Feedback	Listening and Speaking Civil Court Procedure Social English Receiving Visitors	EU Case Studies, continued Language Feedback Listening & Vocabulary Conflict of Law	Negotiation Role-play 'Widgets' Language Feedback
L U N C H					
13.45 – 14.45	Induction Introduction to the school and facilities Computer Exercise Language of Discussion	Social English Telephoning	Visit to the Civil Courts and the Law Bookshops (no cameras allowed in the courts)	Vocabulary and speaking Company Law, Types of Company, Dissolution of Companies	Speaking and Listening Presentations
B R E A K					
15.00 – 16.00	Vocabulary Criminal and Civil Law Speaking Cases, Barristers and Solicitors,	Vocabulary Language of Contracts Contract Drafting CALL Legal Vocabulary on the Computer and Tutorials	Visit to a Law Firm (formal dress please)	Presentation Preparation or Individual Study Letters, Pronunciation, Listening, Video, Contracts	Language Feedback Review of the course
HOMEWORK	Preparation for Negotiation	Contract Vocabulary	Preparation of EU Case Studies	Preparation for Negotiation	