

English for Legal Secretaries

Sample Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
09.00 – 10.30	Introduction to the group and the course Listening and Information Exchange: A legal secretary describes her job	Getting Rid of Legalese: Listening and Discussion Legal Vocabulary: Company Law: Vocabulary	Telephoning: Changing an Appointment Letters and emails: Formal and informal style	Telephoning: Flight Details Listening and Speaking' Language Focus: Prepositions	Introducing People: Language and Practice Presentation on your company or on a subject of your choice
B R E A K					
10.50 – 12.45	Personal Interviews: Jobs and Conditions Vocabulary: Areas of Law Legal Documents Job Vacancies	Company Law: Liability of Directors Expressions and Practice Discussion: News and Views	Practice activity News and Views: Discussion Preparation for Visit to the Criminal Courts	Letter Writing: Feedback Contract Language 2 News and Views: Discussion	Dealing with Difficult Clients: Expressions and Discussion
L U N C H					
13.45 – 14.45	Induction: Tour of the School Introduction to CALL	Social English: Receiving Visitors Small Talk Being Helpful	Visit to the Criminal Court and the Inns of Court, and the Law Bookshops	Telephoning: Leaving a Message	Letter or email practice Vocabulary Revision Loose ends 15.00 Finish
B R E A K					
15.00 – 17.00	Telephoning (1): Useful Phrases Arranging a meeting Writing Letters 1: Basic Expressions Vocabulary: Civil and Criminal Law	Cultural Exchange Social English Practice: Greeting a visitor (videoed)	Visit continued	The Language of Presentations Presentation Preparation Prepositions in Legal Expressions	
HOMEWORK	Letter Writing: Exercise	Find an article for News and Views		Preparation for presentation	