

Tailor-made course Legal English for Lawyers and/or Legal Secretaries

The programme of the tailor-made course Legal English for Lawyers and/or Legal Secretaries is specifically tailored to the needs of lawyers, trainee lawyers or legal secretaries. This means that in addition to the general issues raised during legal English courses – practical legal English in the form of practical grammar, legal correspondence and legal translation – the focus will be on those areas of law that are of interest to the participants.

The standard programme of the tailor-made course covers the following: (a) knowledge of relevant reference works and other sources; (b) practical grammar using grammar sheets; (c) knowledge of legal terminology in general and terminology in specific areas of law in particular; (d) practical legal English in the form of legal correspondence & legal translation. If desired, attention can also be paid to English fluency.

The characteristic of a tailor-made course is, of course, that the programme and the frequency of the sessions can be determined in consultation. In order to give an impression of what the tailor-made course could look like in practice, three possible scenarios are outlined under Course options, for illustration purposes only.

The correspondence version of the tailor-made course

The tailor-made course can also be taken in writing, i.e. by email. The correspondence course covers the same programme as the regular course (depending on the option chosen), except that the correspondence course does not pay any attention to speaking skills.

The correspondence version of the course is subject to the same enrolment and payment conditions as the regular course.

Course fee

The course can be held at the client's location or in our course room at Erich Salomonstraat 525, 1087 GT Amsterdam-IJburg. Course fees are determined by consultation. For courses on location, a travel allowance based on public transport (2nd class) will also be charged. (No VAT will be charged.)

The course fees include the study materials to be provided during the lessons; any textbooks will be at the expense of the student.

Certificate & PO points

There is no examination attached to the course; the student who successfully completes the entire course will receive a certificate.

If desired, the course can be used to earn 'PO points'. In this case, an attendance list must be kept for each session. At the end of the course, a reference statement will be issued in addition to the certificate, showing which subjects were covered on which dates.

N.B. In addition to the regular courses and the tailor-made courses for lawyers and legal secretaries, we can also provide private lessons in this field!