

Programme of the
Practical Legal English for Lawyers and Legal Secretaries Course

Lesson 1

- (a) Introduction
- (b) '*Legal English Survival Kit*' (summary of relevant reference books and other information sources in the legal and linguistic field)
- (c) Dutch Legal Terminology in English I

(coffee break)

Practical Legal English: 'De Hond van de Buurman' (practical grammar partly on the basis of the *Mistakes Sheet*)

Lesson 2

- (a) Dutch Legal Terminology in English II

(coffee break)

- (b) *Practical Legal English: Legal Correspondence – Introduction*
- (c) *Practical Legal English: Legal Correspondence I – Assignments*

Lesson 3

- (a) *The English Legal System & English Legal Terminology I*

(coffee break)

- (b) *Practical Legal English: Legal Correspondence II – Assignments*

Lesson 4

- (a) *The English Legal System & English Legal Terminology II*

(coffee break)

Practical Legal English: Legal Correspondence III – Assignments

Lesson 5

- (a) *The American Legal System & American Legal Terminology*

(coffee break)

- (b) *Practical Legal English: Legal Correspondence IV – Assignments*

Lesson 6

(a) *Legal Translation Theory* (discussion of the general principles that form the basis of the translation of legal terminology)

(coffee break)

(b) *Practical Legal English: General Grammar & Legal Translation I*

Lesson 7

(a) *Practical Legal English: General Grammar & Legal Translation II*

(coffee break)

(b) *Fluency I* (fluency)

Lesson 8

(a) *Practical Legal English: General Grammar & Legal Translation III*

(coffee break)

(b) *Fluency II* (fluency)

Lesson 9

(a) *Practical Legal English: General Grammar & Legal Translation IV*

(coffee break)

(b) *Fluency II* (fluency)

Lesson 10

(a) *Practical Legal English: General Grammar & Legal Translation V*

(coffee break)

Special requests + practice problems

Course evaluation + closing drinks