

## **Where and When**

### **Practical Legal English for Lawyers and/or Legal Secretaries Course**

#### **The regular Practical Legal English for Lawyers and/or Legal Secretaries Course**

The next regular Practical Legal English for Lawyers and/or Legal Secretaries Course will start — if there is sufficient interest — on Monday 17 September 2018 with the (freely accessible) introductory session. A week later, on Monday 24 September 2018, the first full class will take place. The last class will take place on 12 December 2018. (Students can start the correspondence version of the course at any time convenient to them.)

#### **Course Dates**

**Monday 17 September 2018 — Introductory session (06.30 – about 08.30 p.m.)**

**Monday 24 September 2018 — 1st lesson regular course (06.30 – 10.00 p.m.)**

**Monday 12 December 2018 — last lesson regular course (06.30 – 10.00 p.m.)**

#### **Enrolment**

Optionally, you can enrol for the aforesaid introductory session for the regular course, but you can also reserve a place by returning the completed enrolment form under transfer of EUR 50; the latter may be wise because of the limited number of students that can be placed.

If you require further information or wish to make an appointment for a personal introductory conversation you may contact us.

#### **The online Practical Legal English for Lawyers and/or Legal Secretaries Course**

The online version of the Practical Legal English for Lawyers and/or Legal Secretaries Course can be started at any desired time. The starting date is the first Monday (not falling in a vacation interval) after the completion of the administrative formalities (submission and receipt of the enrolment form, confirmation of the enrolment, payment and receipt of the enrolment fee, and payment and receipt of the tuition fee). The correspondence course has the same vacation periods as the regular course.

Distance students are expected to send in the theoretical and practical assignments by e-mail. These assignments are the following week returned to them by e-mail, with comments, corrections, and suggestions. The distance student may also put any additional questions by e-mail. All the other course hand-outs (including 'model translations' and the like) are also sent to the distance students by e-mail. Those who wish to enrol for the correspondence course should state this on the enrolment form after the 'name of the course' section.

Because many distance students have to cope with a busy workload, the structure of the programme enables them to determine the pace of the course themselves. This means that they are not required to send in an assignment every week. 'Extension' is permitted. However, students are required to complete the full course programme (10 assignments) within 30 weeks (excluding vacation periods). If the programme has not been completed within these 30 weeks, students can complete the remainder of the course upon payment of an additional sum at the rate of EUR 35 for each assignment that has not yet been completed.

## **The Course Location**



**Chris P. Odijk & Xandra Lammers English Courses & Translations**  
**Erich Salomonstraat 525**  
**1087 GT AMSTERDAM-IJBURG**  
**Tel. +31 (0)20-679 43 07; 06-10698933**

**Using public transport: from Amsterdam Central Station: tram line 26 (the 'IJ-tram') (get off at the Diemerparklaan stop) + approx. a 5-minute walk)**