

Practical Legal English for Lawyers and/or Legal Secretaries

The Practical Legal English for Lawyers and/or Legal Secretaries course consists of an introductory session of 2 hours and 10 lessons of 3½ hours (including the coffee break) and focuses on improving general speaking and writing skills in English through practical assignments tailored to the legal practice.

The course programme is primarily based on the two courses offered during the period 2000-2003 in the framework of the Permanent Training in Lawyers I - Practical Legal English and English for Lawyers II – Anglo-American Legal Terminology and Dutch Legal Terminology in English – which combine the most useful elements of these two courses into one programme.

The emphasis, as has been said, is on improving general speaking and writing skills in English. In this way, ample attention is paid to: (a) Practical Grammar; (b) Legal Correspondence; (c) Legal Translation; and (d) Fluency.

In addition, the following aspects will be addressed during the course: (1) Review of relevant reference works and other legal and linguistic sources; (2) Providing insight into Dutch legal terminology in English; (3) Providing insight into the English and US legal systems and the Anglo-American legal terminology; (4) Translation theory.

The correspondence version

The course can also be taken in writing, i.e. by email. The correspondence course follows the same programme as the regular course (10 assignments, each consisting of a number of subsidiary assignments), except that the correspondence course does not pay attention to speaking skills.

Course fee

The regular course costs EUR 1050. The correspondence course costs EUR 750 and is subject to the same enrolment and payment conditions as the regular course. Those who wish to enrol in the correspondence course must mention this on the enrolment form next to the 'name of the course'.

The study materials to be provided during the lessons are included in the course fee; any study books 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 custom courses for lawyers and legal secretaries, we can also provide private lessons in this field!