Where and When
Practical Legal English for Lawyers and/or Legal Secretaries

The online course

The next online Practical Legal English for Lawyers and/or Legal Secretaries Course will start — if there is sufficient interest in it — on Monday 21 September 2026 with the (freely accessible) introductory session. A week later, on Monday 28 September 2025, the first full class will take place. The last class will take place on 30 November 2026. (Participants may start the correspondence version of the course at any time convenient to them.)

Course Dates

Monday 21 September 2026 — Introductory session (7.00 p.m.− about 8.30 p.m.)
Monday 28 September 2026 — 1st lesson online course (7.00 p.m. − 10.00 p.m.)
Monday 30 November 2026 — last lesson online course (7.00 p.m. − 10.00 p.m.)

Enrolment

You can enrol for the introductory session for the regular course, but you can also reserve a place by returning the completed enrolment form while transferring the enrolment fee of EUR 50. This may be a good idea given the limited number of students that can be admitted to the course. If you require further information or wish to make an appointment for a personal introductory conversation, you may contact us by telephone.

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

The correspondence version of the Practical Legal English for Lawyers and/or Legal Secretaries Course can be started at any 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 email. These assignments are, as soon as possible, returned to them by email, with comments, corrections, and suggestions. The distance student may also put any additional questions by email. All the other course hand-outs (including 'model translations' and the like) are also sent to the distance students by email. 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. An '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 proportional fee for each assignment that has not yet been completed.

Chris P. Odijk & Xandra Lammers English Courses & Translations
Tel. 06−10698933