

The Lawyers English Language Coursebook

An eagerly anticipated second edition of this established and highly regarded text teaches the key practice skill of contract drafting, with emphasis on how to incorporate the business deal into the contract and add value to the client's deal. Features:

- More exercises throughout the book, incorporating
- More precedents for use in exercises
- Exercises designed to teach students how to read and analyze a contract progressively more difficult and sophisticated
- New, multi-draft exercises involving a variety of business contracts
- New and refreshed examples, including
- Examples of well-drafted boilerplate provisions
- More detailed examples of proper way to use shall
- Multiple well-drafted contracts with annotations
- Revised Aircraft Purchase Agreement exercise to focus on key issues, along with precedents on how to draft the action sections and the endgame sections.
- Expanded explanations of endgame provisions, along with examples and new exercises

English is the dominant language of international business relations, and a good working knowledge of the language is essential for today's legal or business professional. Legal English provides a highly practical approach to the use of English in

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commercial legal contexts, and covers crucial law terminology and legal concepts. Written with the needs of both students and practitioners in mind, this book is particularly suitable for readers whose first language is not English but need to use English on a regular basis in legal contexts. The book covers both written and oral legal communication in typical legal situations in a straightforward manner. As well as including chapters on grammar and punctuation for legal writing, the book features sections on contract-drafting, language for negotiation, meetings and telephone conversations. This edition contains additional troubleshooting tips for legal writing, guidance on good style, and new sections on writing law essays and applying for legal positions.

In this linguistic study of law school education, Mertz shows how law professors employ the Socratic method between teacher and student, forcing the student to shift away from moral and emotional terms in thinking about conflict, toward frameworks of legal authority instead.

The Sixth Edition of *Essential Lawyering Skills: Interviewing, Counseling, Negotiation, and Persuasive Fact Analysis* continues to emphasize the role of the attorney in the lawyer-client relationship. Widely respected practitioners and teachers, the authors' introductions, visual aids, and realistic examples illuminate the basic mechanics of these key skills. Case situations and problem-solving

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scenarios engage students in developing essential lawyering skills that mirror legal practice. The topic of professional responsibility is integrated throughout.

New to the Sixth Edition: New co-author Renée Hutchins brings her new perspective to the course

Updated and improved design makes the material more accessible for today's student

Increased coverage of negotiation in the plea-bargaining context

Updated examination of the use of electronic media in fact analysis and negotiation

Professors and students will benefit from: An emphasis on practice and the mechanics of negotiation and persuasion, rather than on theory

Complete coverage of problem solving, interviewing, counseling, negotiation, and fact analysis

Remarkably clear and penetrating discussion of the persuasive value of facts, supported by useful visual aids

Generous use of interesting examples that place topics in context

Integrated coverage of professional responsibility where appropriate

Experienced authors, who draw upon many years of teaching and writing about lawyering skills

Lord Denning, an influential but controversial English judge, stated that 'Words are the lawyer's tools of trade'. This course book reflects that conviction as it focuses on words, the language of the law - legal terms, expressions, and grammar - introduced systematically with relevant aspects of the law, and examined in context through analytical reading

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activities based on original legal texts selected for their interest and importance in different branches of the common law system. This book explores constitutional law, criminal law, tort, and contract; yet includes international legal contexts, with a particular focus on human rights and European law. The presentation of legal concepts and terminology in context in each chapter is graded so that the course progresses, building on the vocabulary and law encountered in earlier chapters. Each chapter, organized thematically, includes a series of activities - tasks - to complete, yet the book does not presuppose previous knowledge of legal English or of the common law: full answer keys and reflective commentary on both legal and linguistic aspects are given and sections marked 'Advanced' offer especially challenging materials. Consolidation sections are designed to test students' global comprehension of the legal texts analysed, including precise usage of legal vocabulary in context, with solutions. Common Law Legal English and Grammar is addressed to the non-native speaker of English, and in particular, intermediate to advanced students who are studying law, or academics with a professional interest in Anglo-American law. Practising lawyers will also find that the book offers valuable analysis of the language of legal documents. Please note, this book is not available for purchase in Italy.

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'English for Tax Professionals' is a Business English course book designed to address the specific language needs of tax consultants, tax lawyers, tax accountants, auditors, tax agency officials and numerous other tax professionals. The Book offers a 100% target language set in the right context, along with the guidance on how to learn new vocabulary, concise revision of key structures, speaking activities, writing tasks and a complete glossary of terms. The Teacher's Book is an essential companion to the Student's Book, created with a view to enabling teachers with little or no experience in teaching taxation topics to deliver an effective and confident 'English for Tax Professionals' class. The Book benefits more experienced teachers by significantly reducing their lesson preparation time, enhancing their teaching skills and providing a rich source of additional activities. The Book offers detailed and clear instructions on how to teach the course, along with relevant background information on taxation topics discussed and numerous Extra Activities, designed to provide the context and opportunity for further practice. Key Features: classroom tested careful selection of relevant topics systematic vocabulary building by thematic areas guided speaking and writing exercises grammar revision in taxation context a clear and recognisable unit pattern a complete glossary of terms

This easy-to-read guide is for all types of writers and

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also includes notes that are of interest specifically to legal professionals. Consulting multiple grammar-related sources, the authors did the research so that readers would not have to. As well as many examples, this book contains the following: Rules of grammar and punctuation. Key grammatical terms, which are necessary for understanding the rules. Citations to various sources regarding controversial rules. Style tips. Exercises for self-testing, which teachers could use as a basis for creating their own exercises. Answers to the exercises.

The Grammar and Writing Handbook shows you precisely which rules need to be followed, how to choose the correct words, and the most effective way to structure every sentence to help you compose more persuasive, stronger material that's flawlessly written. The book includes a brief history of the English language, as well as comprehensive information on every thing from singular vs. plural, to composing a legal memorandum.

Professional English in Use Law is a brand new addition to the Professional English in Use series.

***DICTIONARY OF BUSINESS AND COMPANY LAW** - learn English vocabulary for international lawyers and business professionals ***Over 150 LEGAL ENGLISH terms and phrases explained in plain English** ***WRITTEN** by a UK qualified lawyer and legal English trainer This legal English dictionary is designed to improve and test lawyers business professionals legal English as practised around the world. Readers learn the basic principles, terms and concepts that underpin law, then discover how those ideas can be applied in practice. Learn English legal vocabulary while studying the same topics taught by English legal courses. Especially

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useful for lawyers and business professionals whose first language is not English.

Introduction to International Legal English is an intermediate level course for law students or newly-qualified lawyers who need to use English in their legal work or studies. Suitable for classroom use or self-study, the course prepares learners for using English in a commercial law environment. Using authentic legal texts and case studies supplied by TransLegal®, Europe's leading firm of lawyer-linguists, the course develops an understanding of the law and consolidates language skills. Featuring both academic and professional contexts, Introduction to International Legal English is an ideal starting point for preparing for the Cambridge ILEC examination.

Legal English is a professional language. This means that a good command of ordinary English does not automatically make a student proficient in legal English. Many foreign law students on English language programmes experience problems when suddenly all their lectures, textbooks, discussions and written work have to be in English. A lack of familiarity with legal English can seriously impede their progress. And a command of legal English is not just a desirable academic skill. It has become an absolute 'must' for today's legal professionals working in internationally orientated law firms. This book offers: vocabularies providing sets of legal terminology associated with the legal system, civil procedure, EU law, tort, contract law and company law; text putting the terms in the vocabularies into their legal context; case discussion questions in order to practice using the terminology; knowledge questions to ensure that the reader has understood the legal concepts. This book is designed for law students who have followed their law studies in a language other than English. Textbooks on English law are too detailed for those who want to understand English

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legal terminology rather than English law itself. Legal dictionaries are useful but, as the words are ordered alphabetically, terms are treated in isolation.

American Legal English: Using Language in Legal Contexts provides a basic introduction to the U.S. legal system for non-native speakers of English. It combines elements of law with language to enhance non-native English speakers's ability to communicate with their legal counterparts in English.

Reading, writing, listening, and speaking activities are included in each chapter. While a good basic knowledge of general English is presumed, there is no assumption that the students have any knowledge of the U.S. legal system or legal terminology. Collaborative, communicative activities are used throughout the text to engage student interest and involve them in the learning process. Realia, in the form of cases and statutes, is included so that students become comfortable with legal English and its sometimes difficult syntax. The text can be used for both law students and legal practitioners, in either intensive programs or those of longer duration. Non-attorney English for Specific Purposes instructors who have some interest in the legal field will be able to use the book and rely on the expertise of their students to create an effective learning environment in a Law and Language course. The organization of the book is by legal content, beginning with a broad overview of the system and how it works, then moving to specific areas of law such as torts or contracts. The book culminates in a mock trial, which provides students an opportunity to employ all of the skills and knowledge they have acquired during study of the preceding chapters. .

The Art of Advocacy: Briefs, Motions, and Writing Strategies of America's Best Lawyers presents more than 150 examples of masterful advocacy to show lawyers how to write winning motions and briefs. The book focuses on the strategic and

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substantive choices that top litigators make, drawing examples from important, timely, and controversial cases. Detailed annotations give readers insight into what makes each document so effective. In addition to presenting a host of storytelling, stylistic, and organizational strategies, the book's examples demonstrate how to build and rebut different types of arguments. The Appendices provide a wealth of additional resources, including Karl Llewellyn's previously unpublished advice from 1957 about the art of advocacy, which one top law professor described as the "best advice on legal writing I've ever seen."

David Crystal's classic *English as a Global Language* considers the history, present status and future of the English language, focusing on its role as the leading international language. English has been deemed the most 'successful' language ever, with 1500 million speakers internationally, presenting a difficult task to those who wish to investigate it in its entirety. However, Crystal explores the subject in a measured but engaging way, always backing up observations with facts and figures. Written in a detailed and fascinating manner, this is a book written by an expert both for specialists in the subject and for general readers interested in the English language.

Heavily classroom-tested by the authors and other instructors, this powerful teaching tool puts an emphasis on vocabulary and solid learning aids to introduce the American legal system to foreign law students. Focusing on constitutional law, the authors

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provide in-depth coverage of major issues such as the health care mandate, Arizona immigration law, the Defense of Marriage Act, affirmative action, the Supreme Court citation on international authority and more. The American Legal System for Foreign Lawyers uses contract law to show the continued development of common law and considers the role and function of judges, characterizing the differences between common and civil law. Other important issues are highlighted such as the differences between judicial review of legislation under constitutional challenge, judicial interpretation of statutes, and judicial development and application of common law contract and property law principles. Interesting cases and solid case-reading coverage combine with tables, graphical material, and glossaries to help students grasp United States law. Features of The American Legal System for Foreign Lawyers: Heavily class-room tested by the authors and other instructors In-depth coverage of major issues Health Care Mandate Arizona immigration law Defense of Marriage Act Absorption of the Second Amendment Affirmative Action Supreme Court citation on international authority Uses contract law to show continued development of common law Considers the role and function of judges, characterizing the differences between common and civil law Highlights important differences judicial review of legislation under

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constitutional challenge judicial interpretation of statutes judicial development and application of common law contract and property law principles Teaching and learning aids tables charts and graphical materials chapter and whole book glossaries Interesting cases and coverage of case-reading

Most law students have never had formal coursework in accounting or finance, yet these areas are integral to so many law school courses including: Business Associations, Securities Regulations, Corporate Finance, Taxation, Banking Law, Financial Regulation, and Business Planning. With math no more difficult than high school algebra, *Essential Concepts of Business for Lawyers, Third Edition* fills in those gaps with an accessible and interactive presentation of accounting, finance, and financial markets. Each stand-alone chapter provides a complete lesson that will shed light on business courses in law school, as well as business situations in legal practice. New to the Third Edition: Updates for and addition of new cases that illustrate the business concepts Addition of more examples, including information related to more companies such as Google and Uber Addition of new materials on the basic microeconomic concept of supply and demand Professors and students will benefit from: A self-contained course book that supports a 2-credit course on an overview of business concepts,

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including accounting, finance, valuation, financial instruments, and business strategy Lessons that go beyond the definitions of terms of art and business terminology A book written at an accessible level Edited appellate cases that connect business concepts to the law and legal practice Knowledge of the basic and most essential concepts of business Materials presented in an accessible way including the use of many examples to illustrate difficult concepts Clear explanations of difficult materials and foreign concepts

Students can become familiar with legal syntax and legal vocabulary in this introduction to basic legal information and the U.S. legal system.

An essential handbook for international lawyers and students Focusing on vocabulary, *Essential Legal English in Context* introduces the US legal system and its terminology. Designed especially for foreign-trained lawyers and students whose first language is not English, the book is a must-read for those who want to expand their US legal vocabulary and basic understanding of US government. Ross uses a unique approach by selecting legal terms that arise solely within the context of the levels and branches of US government, including terminology related to current political issues such as partisanship. Inspired by her students' questions over her years of teaching, she includes a vast collection of legal vocabulary, concepts, idioms, and phrasal verbs and

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unpacks concepts embedded in US case law, such as how the US constitutional separation of powers may affect a court's interpretation of the law. The handbook differentiates basic terms in civil and criminal cases and compares terms that may seem similar because of close spellings but in fact have different meanings. For instance, what is the distinction between "taking the stand" and "taking a stand?" What is the difference between "treaties" and "treatises"? Featuring illustrations and hands-on exercises, *Essential Legal English in Context* is a valuable self-study resource for those who want to improve their legal English terminology before entering a US law school, studying US law or government, or working as a seconded attorney to a US law firm. Instructors can use the handbook in an introductory US legal English course.

Description Coming Soon!

How to get the most out of Enterprise Resource Planning (ERP) systems.

Admirably clear, concise, down-to-earth, and powerful—all too often, legal writing embodies none of these qualities. Its reputation for obscurity and needless legalese is widespread. Since 2001 Bryan A. Garner's *Legal Writing in Plain English* has helped address this problem by providing lawyers, judges, paralegals, law students, and legal scholars with sound advice and practical tools for improving their written work. Now the leading guide to clear writing in the field, this indispensable volume encourages legal writers to challenge conventions and offers valuable insights into the writing

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process that will appeal to other professionals: how to organize ideas, create and refine prose, and improve editing skills. Accessible and witty, *Legal Writing in Plain English* draws on real-life writing samples that Garner has gathered through decades of teaching experience. Trenchant advice covers all types of legal materials, from analytical and persuasive writing to legal drafting, and the book's principles are reinforced by sets of basic, intermediate, and advanced exercises in each section. In this new edition, Garner preserves the successful structure of the original while adjusting the content to make it even more classroom-friendly. He includes case examples from the past decade and addresses the widespread use of legal documents in electronic formats. His book remains the standard guide for producing the jargon-free language that clients demand and courts reward.

The Lawyer's English Language Coursebook
The Lawyer's English Language Coursebook
International Legal English
A Practical Introduction for Students and Professionals
Routledge

'Legal Writing: Form and Function' contains more than 90 sets of exercises on topics ranging from the basics, such as choosing correct pronouns in a series, to the subtleties of gauging the tone of a brief. All examples in the book are drafted by practicing attorneys, and the materials come from writings related to practice such as memoranda, briefs, and letters. Throughout the book, the author helps students and attorneys identify gaps in their writing background, develop the skills to fill them, and write effectively with confidence.

"Absolute Legal English is a practical and stimulating course book for students of law and practising lawyers who wish to work in an international legal environment and need to extent their language skills. It is particularly useful for candidates preparing for the ILEC exam"-back cover.

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Comprehensive student-friendly resources designed for teaching Cambridge International AS and A Level English Language (syllabus 9093 for first examination in 2015). The core aim of this Coursebook is to help students to develop and apply the key skills they need to achieve in AS and A Level English Language. They will build the skills needed for assessment through frequent activities. Divided into two distinct parts for AS and A Level studies, the book covers a wide range of reading skills, such as understanding aspects of style, voice and tone. It also addresses the conventions of key kinds of writing and spoken language, from scripted speeches to travel articles, and looks at how they can capture these conventions in their own work.

Since the publication of its first edition, this textbook has become the definitive student introduction to the subject. As with earlier editions, the seventh edition gives a clear understanding of fundamental legal concepts and their importance within society. In addition, this book addresses the ways in which rules and the structures of law respond to and impact upon changes in economic and political life. The title has been extensively updated and explores recent high profile developments such as the Civil Partnership Act 2005 and the Racial and Religious Hatred Bill. This introductory text covers a wide range of topics in a clear, sensible fashion giving full context to each. For this reason An Introduction to Law is ideal for all students of law, be they undergraduate law students, those studying law as part of a mixed degree, or students on social sciences courses which offer law options. With the aim of creating an autonomous regime for the interpretation and application of the contract, boilerplate clauses are often inserted into international commercial contracts without negotiations or regard for their legal effects. The assumption that a sufficiently detailed and clear language will ensure that the legal effects of the contract will

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only be based on the contract, as opposed to the applicable law, was originally encouraged by English courts, and today most international contracts have these clauses, irrespective of the governing law. This collection of essays demonstrates that this assumption is not fully applicable under systems of civil law, because these systems are based on principles, such as good faith and loyalty, which contradict this approach.

International Legal English Teacher's Book is an essential companion for any teacher wishing to use International Legal English in the classroom. The book offers invaluable background information about the law topics discussed, giving teachers the confidence to explore these topics with their students. The Teacher's Book guides the teacher through the exercises in the book and suggests optional consolidation activities along the way. It includes 45 extra photocopiable activities and adds a whole new communicative dimension to the course, with lots of ideas for discussion and role-plays. This second edition is a concise history of Latin America from the Aztecs and Incas to Independence.

English for Law in Higher Education Studies The Garnet Education English for Specific Academic Purposes series won the Duke of Edinburgh English Speaking Union English Language Book Award in 2009. English for Law is a skills-based course designed specifically for students of law who are about to enter English-medium tertiary level studies.

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It provides carefully graded practice and progressions in the key academic skills that all students need, such as listening to lectures and speaking in seminars. It also equips students with the specialist legal language they need to participate successfully within a legal studies faculty. Extensive listening exercises come from law lectures, and all reading texts are taken from the same field of study. There is also a focus throughout on the key legal vocabulary that students will need. The Teacher's Book includes: Comprehensive teaching notes on all exercises to help teachers prepare effective lessons Complete answer keys to all exercises Full transcripts of listening exercises Facsimiles of Course Book pages at the appropriate point in each unit Photocopiable resource pages and ideas for additional activities The Garnet English for Specific Academic Purposes series covers a range of academic subjects. All titles present the same skills and vocabulary points. Teachers can therefore deal with a range of ESAP courses at the same time, knowing that each subject title will focus on the same key skills and follow the same structure. Key Features Systematic approach to developing academic skills through relevant content. Focus on receptive skills (reading and listening) to activate productive skills (writing and speaking) in subject area. Eight-page units combine language and academic skills teaching. Vocabulary and academic

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skills bank in each unit for reference and revision. Audio CDs for further self-study or homework. Ideal coursework for EAP teachers.

TOLES Legal English: Advanced English for Lawyers, Plain & Simple. International Legal English for Lawyers, Law Professionals & Law Students ("Master Legal Vocabulary & Terminology" TOLES Edition) Most lawyers whose first language is not English face a problem when it comes to setting time aside to improve their communication skills in English, mainly due to a lack of time. This self-study book aims to bridge that gap by providing a structured framework under which law students, lawyers and other law professionals can significantly improve their knowledge of Legal English, contract law and the English legal system. You will be taken through the main vocabulary and grammar structures in commercial contracts and allowed to practise them through highly targeted activities which aim to develop, not only your lexical and grammatical skills, but also your confidence and overall competence within international legal settings. At the end of the book you will find a link to a short glossary with all the main terms of contract law and legal English, together with a phrasal verb mini-dictionary which includes definitions and exercises to perfect your mastery of this area of English. This book provides a complete preparation for Advanced Legal English vocabulary and

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grammar (from Basic to Advanced level) in the TOLES exam (Legal English)

Check Your English Vocabulary for Medicine is a workbook designed to help learners of English improve their knowledge and understanding of core medical terminology. The workbook includes crosswords, puzzles and word games to test and build specialist English vocabulary. The combination of self-study exercises and practical speaking activities mean that this book is ideal for both home and class-based study.

English is the dominant language of international business relations, and a good working knowledge of the language is essential for today's legal or business professional. This book provides a highly practical approach to the use of English in commercial legal contexts, and covers crucial law terminology and legal concepts. Written with the needs of both students and practitioners in mind, this book is particularly suitable for readers whose first language is not English but need to use English on a regular basis in legal contexts. The book covers both written and verbal legal communication in typical legal situations in a straightforward manner. In addition to chapters on the grammar and punctuation utilised in legal writing, the book features sections on contract-drafting and the language used in negotiations, meetings and telephone conversations. It features a companion website which contains

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exercises covering the majority of the topics covered in the book's chapters. This edition thoroughly revises and expands the content of the companion website and contains updated examples, more detailed explanations of problematic areas and an expanded section on writing law essays.

This practical handbook provides a comprehensive overview of professional legal language and practical skills. Prepared by native English-speaking lawyers, the book includes professional legal English terminology, practice-oriented examples and sample documents for use in your daily practice. Structured to provide a legal focus, a language focus as well as a practical focus, it helps you apply your professional legal expertise competently in various English-language situations.

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