



**MC Academy**  
English Language School

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## Legal English (TOLES) Information Sheet

**Course:** Legal English (TOLES)

**Entry Level:** Pre-Intermediate to Advanced

**Hours offered:** 5 Legal English + 15 - 20 hours of General English

**Is this course available online?** Yes

**Which school is this course available at?** MC Academy, Liverpool and MC Academy, Manchester

**Who do I contact to apply:** liv@themcademy.co.uk (LIV) **OR** info@themcademy.co.uk (MCR)

**What is the class size?** 16 students maximum

**Who is this course for?** International law students, who want to get an internationally recognised legal English qualification (TOLES). International law students who are preparing to work in the international legal community. Practising lawyers who want to find a new job in international commercial law and/or gain promotion within their own organisation. International law students and/or practising and technical Legal English as part of a training programme without taking the TOLES exam.

### Course outline:

This Legal English course is designed to enhance proficiency in legal terminology, communication, and document drafting. Through interactive exercises, vocabulary building, and comprehensive study of essential legal doctrines, students will develop the skills necessary to function effectively in various legal contexts.

### Learning Objectives:

- 1. Master Legal Vocabulary:**
  - Learn and apply legal vocabulary in contexts such as civil cases, courtroom procedures, and jury instructions.
- 2. Understand Legal Terms:**
  - Comprehend the legal implications of terms and use them accurately in professional communication.
- 3. Grammar and Tone:**
  - Use correct English grammar and maintain an appropriate tone in legal texts.
- 4. Precision in Writing:**
  - Write legal documents with precise vocabulary and clarity.
- 5. Effective Communication:**
  - Speak confidently and accurately in real-life legal situations.
- 6. Legal Idioms and Phrases:**
  - Advise on and use legal idioms and phrases appropriately.
- 7. Fluent Reading:**
  - Read legal texts fluently and with confidence.

## Course Components:

- Interactive Skills Development:
  - Practice listening, reading, speaking, and writing in real legal scenarios.
- Vocabulary Enhancement:
  - Study vocabulary specific to various legal contexts and complete quizzes for reinforcement.
- Comprehensive Legal Glossary:
  - Use a glossary of legal terms and definitions as a reference tool.
- Functional Language and Phrases:
  - Learn and practice language and phrases used in different legal situations.
- Contract Drafting and Formation:
  - Study the language and structure of contract drafting and practice forming contracts.
- Essential Legal Doctrines:
  - Gain knowledge of key legal doctrines in:
    - Company Law
    - Contract Law
    - Banking and Finance Law
    - Intellectual Property Law
    - Law of Debts and Secured Transactions

## Detailed Curriculum:

### Module 1: Introduction to Legal English

- Overview of legal English and its significance.
- Basic legal vocabulary and terminology.
- Interactive Exercise: Matching common legal terms with their definitions.

### Module 2: Legal Vocabulary in Context

- Vocabulary specific to civil cases, criminal cases, and courtroom procedures.
- Interactive Quizzes: Contextual usage of legal terms.
- Case Studies: Applying vocabulary in mock legal scenarios.

### Module 3: Understanding Legal Terms and Their Effects

- Legal implications and applications of various terms.
- Role-Playing: Using legal terms in simulated legal proceedings.
- Group Discussion: Analysing the impact of specific legal terms in case outcomes.

### Module 4: Grammar and Tone in Legal Writing

- Grammar rules for legal writing.
- Writing Exercise: Correcting grammatical errors in legal texts.
- Tone Adjustment: Modifying tone for different legal documents.

### Module 5: Writing Precise Legal Texts

- Techniques for precision in legal writing.
- Drafting Exercise: Writing clear and concise legal documents.
- Peer Review: Providing and receiving feedback on legal writing samples.

### Module 6: Effective Speaking in Legal Situations

- Oral communication skills for legal professionals.
- Speaking Exercise: Presenting arguments in a mock trial.
- Confidence Building: Techniques to enhance public speaking skills in legal contexts.

### Module 7: Legal Idioms and Phrases

- Common idioms and phrases in legal contexts.
- Interactive Exercise: Using idioms in both written and spoken communication.
- Case Analysis: Identifying and interpreting idioms in legal texts.



### **Module 8: Reading Legal Texts Fluently**

- Strategies for reading and understanding complex legal texts.
- Reading Exercise: Analysing legal documents for comprehension.
- Group Activity: Discussing interpretations of legal texts.

### **Module 9: Language for Contract Drafting and Formation**

- Structure and language of contract drafting.
- Drafting Exercise: Creating a contract with correct terminology and format.
- Case Study: Reviewing and critiquing contract samples.

### **Module 10: Essential Legal Doctrines**

- Company Law: Key terms and functional language.
- Contract Law: Essential vocabulary and applications.
- Banking and Finance Law: Terminology and practical language.
- Intellectual Property Law: Important terms and usage.
- Law of Debts and Secured Transactions: Key concepts and functional language.
- Interactive Discussions: Exploring real-life cases and applying legal doctrines.

### **Assessment and Certification:**

- Continuous Assessment: Quizzes, written assignments, and oral presentations throughout the course.
- Final Exam: Comprehensive test covering all modules.
- Certification: Awarded upon successful completion of course requirements.

### **Additional Resources:**

- Legal Glossary: A comprehensive glossary of terms covered in the course.
- Reading Materials: Access to legal texts, case studies, and articles.
- Online Forum: Platform for discussions and queries with peers and instructors.

To enquire about this course please contact [info@themcacademy.co.uk](mailto:info@themcacademy.co.uk) for Manchester and [liv@themcacademy.co.uk](mailto:liv@themcacademy.co.uk) for Liverpool.

**OR**

Complete an application form. And a member of our team will be in touch with you as soon as possible.

