

# AIFC Court & IAC Training Centre: An Introduction to Legal English

## Course Curriculum

Session	Focus	Objectives	Activities	Homework
<b>Session 1: Introduction to Legal English &amp; Key Terminology</b>	<ul style="list-style-type: none"> <li>- Distinct features of 'Legal English'</li> <li>- Basic legal vocabulary</li> <li>- Overview of different legal systems</li> </ul>	<ul style="list-style-type: none"> <li>- Recognise unique features of legal English</li> <li>- Acquire essential legal terms (plaintiff, defendant, breach, etc.)</li> <li>- Build key vocabulary</li> </ul>	<ul style="list-style-type: none"> <li>- Group discussion on learners' experience</li> <li>- Vocabulary matching exercises</li> <li>- Short reading to identify key terms</li> </ul>	Compile a personal glossary of new legal terms with definitions
<b>Session 2: The Language of Contracts – Structure &amp; Clauses</b>	<ul style="list-style-type: none"> <li>- Typical contract format (preamble, definitions, boilerplate)</li> <li>- Key clauses (parties, scope, termination, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>- Understand standard contract sections</li> <li>- Identify functions of essential clauses</li> <li>- Summarise contract content efficiently</li> </ul>	<ul style="list-style-type: none"> <li>- Read a sample contract to locate clauses</li> <li>- Pair/group discussion on clause functions</li> <li>- "Clause hunt" matching exercise</li> </ul>	Annotate a short contract excerpt, explaining the purpose of each clause
<b>Session 3: Reading &amp; Understanding Draft Agreements</b>	<ul style="list-style-type: none"> <li>- Reading strategies (skimming, scanning)</li> <li>- Recognising 'legalese' ("shall," "hereby," etc.)</li> <li>- Avoiding misinterpretations</li> </ul>	<ul style="list-style-type: none"> <li>- Develop techniques to handle complex legal syntax</li> <li>- Practice dissecting long sentences</li> <li>- Distinguish 'legalese' from plain English</li> </ul>	<ul style="list-style-type: none"> <li>- Analyse short draft excerpts for meaning</li> <li>- Identify archaic terms and rewrite them in plain English</li> <li>- Discuss pros/cons of plain English</li> </ul>	Read a short draft agreement section and write a concise 1-paragraph summary
<b>Session 4: Drafting &amp; Revising Simple Contract Clauses</b>	<ul style="list-style-type: none"> <li>- Writing clear, concise clauses</li> <li>- Balancing plain English vs. 'legalese'</li> <li>- Error spotting and revision</li> </ul>	<ul style="list-style-type: none"> <li>- Draft basic clauses (e.g., confidentiality)</li> <li>- Improve clarity and consistency</li> <li>- Introduce boilerplate language (severability, force majeure)</li> </ul>	<ul style="list-style-type: none"> <li>- Group drafting of a simple clause</li> <li>- Peer review and editing for clarity</li> <li>- Discuss common boilerplate language</li> </ul>	Revise your drafted clause with peer feedback; submit final version
<b>Session 5: Writing Professional Legal Emails &amp; Correspondence</b>	<ul style="list-style-type: none"> <li>- Email structure and tone</li> <li>- Polite/diplomatic language</li> <li>- Summarising requests and instructions</li> </ul>	<ul style="list-style-type: none"> <li>- Write concise professional emails</li> <li>- Use appropriate formality levels</li> <li>- Clearly outline requests and instructions</li> </ul>	<ul style="list-style-type: none"> <li>- Compare good vs. poor email examples</li> <li>- Group rewriting tasks</li> <li>- Role-play emailing a client for missing info</li> </ul>	Draft an email in response to a hypothetical scenario (e.g., negotiation update, extension request)
<b>Session 6: Negotiation Skills in English (Part 1)</b>	<ul style="list-style-type: none"> <li>- Key negotiation phrases ("We propose...," etc.)</li> </ul>	<ul style="list-style-type: none"> <li>- Gain familiarity with negotiation language</li> </ul>	<ul style="list-style-type: none"> <li>- Listen-and-repeat negotiation phrases</li> </ul>	Research and list 10 negotiation phrases/collocations relevant to your field

	<ul style="list-style-type: none"> <li>- Structuring negotiations (openings, bargaining, summary)</li> </ul>	<ul style="list-style-type: none"> <li>- Build confidence in English negotiation settings</li> <li>- Practice persuasive speaking</li> </ul>	<ul style="list-style-type: none"> <li>- Role-play a buyer-seller scenario</li> <li>- Language/tonal feedback</li> </ul>	
<b>Session 7: Negotiation Skills in English (Part 2)</b>	<ul style="list-style-type: none"> <li>- Advanced negotiation tactics (conceding, compromising)</li> <li>- Polite disagreement and conflict handling</li> </ul>	<ul style="list-style-type: none"> <li>- Master more complex negotiation skills</li> <li>- Maintain professional tone under pressure</li> <li>- Manage conflict diplomatically in English</li> </ul>	<ul style="list-style-type: none"> <li>- Extended role-play in small groups (e.g., settlement or contract terms)</li> <li>- Group reflection on language use</li> <li>- Draft a brief summary (MoU)</li> </ul>	Write a brief reflection on negotiation pitfalls and best language practices
<b>Session 8: Writing Summaries &amp; Legal Briefs/Memos</b>	<ul style="list-style-type: none"> <li>- Summarising complex legal info</li> <li>- Memo/brief structure</li> <li>- Clarity and logical organisation</li> </ul>	<ul style="list-style-type: none"> <li>- Draft structured client memos or case briefs</li> <li>- Extract key points from cases/statutes</li> <li>- Use formal yet clear language</li> </ul>	<ul style="list-style-type: none"> <li>- Analyse a short memo for organisation</li> <li>- Practice writing a case/statute summary</li> <li>- Peer review for clarity and coherence</li> </ul>	Finalise the memo with headings/references; include a concluding paragraph
<b>Session 9: Oral Presentations &amp; Client Meetings</b>	<ul style="list-style-type: none"> <li>- Presenting legal info clearly</li> <li>- Avoiding jargon, signposting</li> <li>- Handling Q&amp;A</li> </ul>	<ul style="list-style-type: none"> <li>- Deliver short legal presentations</li> <li>- Answer client questions professionally</li> <li>- Summarise next steps confidently</li> </ul>	<ul style="list-style-type: none"> <li>- Mini-presentations on simple legal issues</li> <li>- Group Q&amp;A sessions</li> <li>- Language feedback for clarity, accuracy</li> </ul>	Reflect on strengths/weaknesses in oral presentation; list improvement strategies
<b>Session 10: Course Review &amp; Final Assessments</b>	<ul style="list-style-type: none"> <li>- Consolidation of all skills - Short written &amp; oral assessments</li> <li>- Personalised feedback</li> </ul>	<ul style="list-style-type: none"> <li>- Demonstrate improved drafting, emailing, &amp; negotiation</li> <li>- Receive individual feedback</li> <li>- Plan continued Legal English learning</li> </ul>	<ul style="list-style-type: none"> <li>- Written task (draft clause or email)</li> <li>- Oral role-play &amp; presentation negotiation/client meeting</li> <li>- Group discussion on further study</li> </ul>	No specific homework; focus on final feedback and recommended resources