



Academic year	2014-15
Subject	20481 - English for Legal Purposes
Group	Group 10, 1S, Menorca, GDRE
Teaching guide	B
Language	English

Subject identification

Subject	20481 - English for Legal Purposes
Credits	2.4 de presencials (60 hours) 3.6 de no presencials (90 hours) 6 de totals (150 hours).
Group	Group 10, 1S, Menorca, GDRE (Campus Extens)
Teaching period	1st semester
Teaching language	English

Professors

Lecturers	Horari d'atenció als alumnes					
	Starting time	Finishing time	Day	Start date	Finish date	Office
Joan Gómez Pons joan.gomez@uib.es	12:00h	13:00h	Wednesday	02/02/2015	30/06/2015	Reservar cita via correu electrònic

Contextualisation

In today's globalized context, English has become not only a strength, but a key tool, an essential competence in view of employment and career prospects. It is within that context, where University courses on English for Specific purposes fill in; they are regarded as the answer to the increasing demand for professional English in today's workforce.

This subject combines contents of two different fields: Business English and English for legal purposes.

The aims of Business English are:

- To familiarise students with the specific terminology in their area of specialisation.
- To make students capable of producing texts in English related to its professional fields.
- To improve students' oral skills in English in a work-related context, which will allow them to talk and discuss on work related issues.
- To enhance students' listening skills so as to make them capable of understanding a variety of registers, interviews, talks, and lectures on their fields.

Finally, English for legal purposes aims to provide students with the language competence necessary to communicate effectively with clients and professionals in a legal environment.

According to the rules of the UIB, in order to obtain a Bachelor Degree students need to prove at the end of their studies a level of competence in English equivalent to B2 level established in the Common European Framework Reference for Languages (CEFR). As established in the Degree requirements of their respective curricula. In order to attain this knowledge, students must pass the specific English language course of their Degree. Students may also provide proof of their English skills by means of:

- Presenting a valid certificate or recognized degree by the UIB, attesting the achievement of a minimum level of English equivalent to B2 established in the Common European Framework Reference for Languages (CEFR). Please, see the following link for further information: http://estudis.uib.es/es/grau/coneix_idioma/Conocimiento-de-idioma-extranjero-en-los-estudios.cid215459



Academic year	2014-15
Subject	20481 - English for Legal Purposes
Group	Group 10, 1S, Menorca, GDRE
Teaching guide	B
Language	English

- Successfully pass the annual English test organised at the UIB. Please, see the following link for further information: http://estudis.uib.es/es/grau/coneix_idioma/Conocimiento-de-idioma-extranjero-en-los-estudios.cid215457

- Enrolling and successfully completing a number of English taught subjects in their Degree or in an Exchange Programme (18 credits). For further information, please see: http://estudis.uib.es/es/grau/coneix_idioma/

Reference standards

Acord normatiu 9386/2010: <http://www.uib.es/fou/acord/93/9386.html>

Acord Executiu 9617/2010: <http://www.uib.es/fou/acord/96/9617.html>

Acord Executiu 9719/2011: <http://www.uib.es/fou/acord/97/9719.html>

Correcció d'errors 9755/2011: <http://www.uib.es/fou/acord/97/9755.html>

Acord Executiu 9991/2011 <http://www.uib.es/fou/acord/99/9991.html>

Acord Executiu 10300/2012 <http://www.uib.es/fou/acord/103/10300.html>

Requirements

Essential requirements

Essentials

Classes will be conducted in English. Therefore an intermediate English competence, a B1 level as defined by the Common European Framework for language reference (http://www.coe.int/t/DG4/Portfolio/?M=/main_pages/levels.html), is needed prior to course commencement.

The course syllabus is consistent with the B2 level in the Common European Framework for language reference. Upon successful course completion, students will have achieved and be accredited with the English competence required in order to obtain the UIB undergraduate degree within the new Bologna framework. Those students who can prove a B2 level (as defined by the Common European Framework) and hold any of the following certifications: First Certificate, BEC 2, BULATS 3, ESOL 7-8 shall address the “Comissió de reconeixement i transferència de credits” to apply for recognition of their qualification and be consequently exempted from taking the course.

The subject assumes a previous language competence of B1. Students scoring below a B1 level (language competence accomplished upon high school diploma and required for university access exams) may need longer hours of self-study. Those students shall be aware that it is their responsibility to reach the ‘required’ level prior to the beginning of the course. The university also provides rooms for language self-study (C13, Edifici Aulari) open to the student body. Further information on the premises may be found at: http://rrhh.uib.es/digitalAssets/137/137294_aulaangl.pdf

*Esta asignatura se impartirá íntegramente en inglés. Por ello, es esencial que el alumnado tenga un nivel intermedio de competencia en lengua inglesa (nivel B1 del Marco Europeo Común de referencia para las Lenguas antes del inicio de curso)

Los materiales de esta asignatura han sido seleccionados y diseñados teniendo en cuenta los descriptores de nivel B2 de Inglés (MCER) y, una vez aprobada, el alumnado tendrá por consiguiente acreditado el dominio de lengua inglesa que exige la UIB para obtener el Título de Grado.

El alumnado que no tenga el nivel B1 (nivel que el alumnado debe haber alcanzado al término de sus estudios de educación secundaria y el requerido para superar las pruebas de acceso a la universidad) de competencia en lengua inglesa encontrará una lista de recursos para el auto- aprendizaje en la sección bibliográfica de esta guía docente y es su responsabilidad alcanzar este nivel con anterioridad al inicio del curso. Además, la universidad dispone de un aula de autoaprendizaje de lenguas (C13, Edifici Aulari) abierta a todo el





Academic year	2014-15
Subject	20481 - English for Legal Purposes
Group	Group 10, 1S, Menorca, GDRE
Teaching guide	B
Language	English

alumnado. Para más información sobre esta aula y los recursos que se ponen a disposición del alumnado se puede consultar el siguiente enlace: http://rrhh.uib.es/digitalAssets/137/137294_aulaangl.pdf

Skills

This course focuses on teaching the practical English language skills required by graduates working in an international environment. These targeted language skills entail an extensive work in both language comprehension and language production.

Specific

- * Ability to analyze, summarize and critically evaluate information in English language. The student must master the use of specific vocabulary and general vocabulary in the frame of an upper intermediate level (B2) of English language..
- * Ability to understand and write topics related to this field..
- * Ability to communicate effectively taking into account different registers and situations in English. The student must be able to work on specific tasks with a high standard of fluency and correction in English..

Generic

- * To develop English competence through reading, writing, listening and speaking activities so as to reach a B2 level by the end of the course.

Basic

- * You may consult the basic competencies students will have to achieve by the end of the degree at the following address: <http://www.uib.eu/study/grau/Basic-Competences-In-Bachelors-Degree-Studies/>

Content

The book used for this subject will be: Sweeney, Simon. English for Business Communication. Cambridge University Press, 2008.

As for Legal English, the subject starts with a general overview of the different types of law (i.e., commercial, criminal and administrative) and the terminology associated with these areas. Students will be further introduced to the vocabulary of some of the most commonly used Legal English terms and will get acquainted with the specific grammar structures and terms privileged in Legal English.

Theme content

Contents. Contents

Module 1. Cultural diversity and socialising

Unit 1. Buildig a relationship

Unit 2. Culture and entertainment

Module 2. Telephoning

Unit 3. Could I leave a message?

Unit 4. Good to hear form you again!





Unit 5. Unfortunately there's a problem...

Module 3. Presentations

Unit 6. Planning and getting started

Unit 7. Image, impact and making an impression

Unit 8. The middle of the presentation

Unit 9. The end is near...this is the end

Module 4. Meetings

Unit 10. Making meeting effective

Unit 11. Sorry to interrupt, but...

Unit 12. What do you mean by...?

Module 5. Negotiations

Unit 13. Know what you want

Unit 14. Getting what you can

Unit 15. Not getting what you don't want

Teaching methodology

Workload

Course schedule will be available to students through UIB web platform at the beginning of the semester. The schedule will at least include the dates for the set of writing activities designed for continuous assessment, as well as assignment deadlines.

In-class work activities

Modality	Name	Typ. Grp.	Description	Hours
Theory classes		Large group (G)	Sessions devoted to studying aspects of English grammar and vocabulary that may be of special interest for Business and Law students. Special attention will be paid during the sessions to real texts and documents as well as to business writing production.	26
Practical classes		Large group (G)	Practical sessions in which students will have an opportunity develop speaking and listening strategies leading to a growing language competence in oral communication.	30
Assessment		Large group (G)	4 hours will be devoted to assessing students by means of a written exam and written and oral presentation of a project	4

At the beginning of the semester a schedule of the subject will be made available to students through the UIBdigital platform. The schedule shall at least include the dates when the continuing assessment tests will





be conducted and the hand-in dates for the assignments. In addition, the lecturer shall inform students as to whether the subject work plan will be carried out through the schedule or through another way included in the Campus Extens platform.

Distance education work activities

Modality	Name	Description	Hours
Individual self-study		Students will plan their individual work and carry out a series of grammar, reading and writing activities selected from different sources (70 hours approximately)	70
Group self-study		Students will prepare an oral presentation on a topic of their interest and present it in class. These presentations will be carried out in small groups.	20

Specific risks and protective measures

The learning activities of this course do not entail specific health or safety risks for the students and therefore no special protective measures are needed.

Student learning assessment

Students will be assessed on the basis of:

- Oral presentation on a topic of the student's choice (30% of the final mark). Oral presentations qualify as non-recoverable assessment and therefore will not be possible to repeat them.
- A set of short business writing exercises (20% of the final mark). Submission of writing tasks will be announced in advance through the UIB web platform. These activities qualify as continuous assessment and are regarded as non-recoverable. Missing a deadline or an exercise will result in losing the 20% assigned for the continuous assessment activities.
- A final exam (50 % of the final mark) divided into 3 parts: Vocabulary and Grammar in use, Reading and Listening comprehension, and Business writing. The student must pass each of the aforementioned exam parts. In the event that the student does not pass one or more of the exam parts, the student shall only be enforced to retake the failed parts of the exam in September sitting.

NOTICE:

Article 32 from UIB Bylaws sets forth that in proved cases of plagiarism offence, cyber plagiarism offence or any other fraudulent practices involved in the assessment process, the following procedure shall apply: "Amb independència del procediment disciplinari que es pugui seguir contra l'estudiant infractor, la realització demostradament fraudulenta d'alguna de les activitats d'avaluació incloses en l'avaluació d'alguna assignatura comportarà, segon les circumstàncies, una menysvaloració en la seva qualificació que, en els casos més greus, pot arribar a la qualificació de "suspens" (0,0) a la convocatòria anual. En particular, es considera un frau la inclusió en un treball de fragments d'obres alienes presentats de tal manera que facin pasar com a propis de l'estudiant"





Assessment

Modality	Assessment
Technique	Objective tests (retrievable)
Description	4 hours will be devoted to assessing students by means of a written exam and written and oral presentation of a project
Assessment criteria	<p>Theoretical classes will be assessed by means of a final written exam (weighing 50% of the final mark and classified as recoverable assessment).</p> <p>Practical sessions will be assessed by means of an oral presentation (weighing 30% of the final mark and classified as non-recoverable assessment)</p> <p>Continuous assessment by means of a set of business writing exercises will be worth a 20% of the final mark and classifies as non-recoverable</p>

Final grade percentage: 100%

Resources, bibliography and additional documentation

Basic bibliography

Grammar & Writing Resources

1. Sweeney Simon, E. 2003. English for Business Communication. U.K: Cambridge University Press.
2. Vince, Michael. 2008. Macmillan English Grammar: In Context. Oxford: Macmillan Education.
3. Vince, Michael (2008). English grammar in context- Intermediate and Advanced with key Oxford: McMillan
4. Purdue OWL Writing Exercises Pages - Purdue's Online Writing Lab is an excellent source of grammar and writing exercises covering everything from sentence structure to use of punctuation.
<http://owl.english.purdue.edu/exercises/>
5. A Brief Grammar for Lawyers by Prof. Don Hughes.
<http://users.law.capital.edu/DHughes/content/Content2/Grammar/Grammar%20Main%20Page.htm>
6. Bartleby.com - general encyclopedias, thesaurus, books of quotations, English usage, includes The Elements of Style by William Strunk, Jr., the classic book for all questions about writing.
7. The Guide to Grammar and Writing sponsored by the Capital Community College Foundation - interactive exercises, grammar and punctuation, writing at the sentence and paragraph level, quizzes, and PowerPoints.
<http://grammar.ccc.commnet.edu/grammar>

Complementary bibliography

RECURSOS PARA MEJORAR LA COMPETENCIA EN LENGUA INGLESA LIBROS

- Para repasar la gramática más básica:

Murphy, Raymond and Fernando García Clemente (2008). Essential Grammar in Use. Edición en español con respuestas. Cambridge University Press. Este libro es útil para gente con un nivel de inglés muy básico. Las explicaciones están en español. Además incluye un CD con más ejercicios.

Swan, Michael and Catherine Walter (2001). The Good Grammar Book. With Answers. Oxford University Press. Este libro hace un repaso general de toda la gramática vista hasta segundo de bachillerato. Las explicaciones son sencillas y están en inglés, pero utilizan muchos dibujos y esquemas, por lo que resulta muy fácil entenderlas. Tiene varios apéndices con información útil (verbos con preposiciones,...)

-Para aprender o repasar toda la gramática del inglés, y además aprender vocabulario:

Vince, Michael and Kevin McNicholas (2003). Elementary Language Practice with Key. English Grammar and Vocabulary.





Academic year	2014-15
Subject	20481 - English for Legal Purposes
Group	Group 10, 1S, Menorca, GDRE
Teaching guide	B
Language	English

Macmillan. Vince, Michael and Paul Emmerson (2003). Intermediate Language Practice with Key. English Grammar and Vocabulary.

Macmillan. Vince, Michael (2009). First Certificate Language Practice with Key. English Grammar and vocabulary.

Macmillan. Vince, Michael (2009). Advanced Language Practice with Key. English Grammar and Vocabulary. Macmillan. Los libros de esta colección son muy completos y las explicaciones son claras. Además de gramática, incluyen varios temas de vocabulario. Están clasificados por nivel.

Hewings, Martin (2009). Cambridge Grammar for CAE and Proficiency with answers and Audio CDs. Cambridge University Press.

Side, Richard and Guy Wellman (2002). Grammar and Vocabulary for Cambridge Advanced and Proficiency with Key. Longman. Estos dos libros son para personas con un nivel de inglés equivalente al First Certificate. Amplían la gramática vista hasta ahora y se centran en los puntos más complicados del idioma. El libro de Hewings incluye dos cds para los listenings. El libro de Side tiene más ejercicios de vocabulario.

Pérez Rodríguez, Eva María (2006). English Language Practice Advanced. UIB, colecció materials didàctis, 120. Este libro no incluye explicaciones pero sí ejercicios de todo tipo. Presta especial atención a los Phrasal Verbs. Incluye las soluciones.

- Para aprender vocabulario:

McCarthy, Michael and Felicity O'Dell (2005). English Vocabulary in Use. Elementary. Cambridge University Press.

Redman, Stuart (2002). English Vocabulary in Use. Pre-intermediate and intermediate. Cambridge University Press.

McCarthy, Michael and Felicity O'Dell (2001). English Vocabulary in Use. Upper-intermediate and Advanced. Cambridge University Press.

McCarthy, Michael and Felicity O'Dell (2006). English Vocabulary in Use. Advanced. Cambridge University Press

-Para mejorar aspectos concretos de la lengua inglesa:

Hancock, Mark (2003). English Pronunciation in Use. Cambridge University Press.

McCarthy, Michael and Felicity O'Dell (2002). English Idioms in Use. Cambridge University Press.

McCarthy, Michael and Felicity O'Dell (2004). English Phrasal Verbs in Use. Cambridge University Press.

McCarthy, Michael and Felicity O'Dell (2008). English Collocations in Use. Cambridge University Press.

McCarthy, Michael and Felicity O'Dell (2008). English Collocations in Use. Advanced. Cambridge University Press.

McCarthy, Michael and Felicity O'Dell (2008). Academic English in Use. Advanced. Cambridge University Press.

Coursebooks and study guides:

1. Atkins, A. and Mason, C. (2001) An Essential A-Z of Business Law, Cambridge Law Studio.

2. Brieger, N. (2002) Test your Professional English: Law, Penguin.

3. Chartrand, M. et al. (2003) English for Contract and Company Law, Sweet & Maxwell.

4. Krois-Lindner, A. (2006) International Legal English, Cambridge: Cambridge University Press.

5. Riley, D. (2006) Check Your English Vocabulary for Law, A & C Black.

6. Smith, T. (2000) Market Leader: Business Law, Pearson Education.

Legal dictionaries:

1. Findlaw Legal Dictionary: <http://dictionary.lp.findlaw.com/>

2. Law.com Law Dictionary: <http://dictionary.law.com/>

3. Legal Glossary: <http://www.nolo.com/glossary.cfm>

Legal writing resources:

1. Internet Legal Resource Guide - index of over 4000 web sites; particular interest - the section entitled "Academia," especially section IV, IRG Web Index.

<http://www.ilrg.com/>

2. U.S. Supreme Court web page - oral arguments, opinion, calendar, and more.

<http://www.supremecourt.gov/>



Academic year	2014-15
Subject	20481 - English for Legal Purposes
Group	Group 10, 1S, Menorca, GDRE
Teaching guide	B
Language	English

English for legal purposes:

1. Cambridge ILEC Homepage: <http://www.legalenglishtest.org/>
2. English for Law Blog: <http://englishforlaw.blogspot.com/>
3. Forum Legal (free legal English materials): <http://www.forum-legal.com/>
4. Onestopenglish ESP Lesson Bank (law):
5. <http://www.onestopenglish.com/Business/Bank/Legal/index.htm>

Other resources

Further online legal resources:

<http://www.duhaime.org/LegalResources/Contracts.aspx>
<http://www.eel.nl/>
<http://www.hg.org/commerc.html>
http://www.icrc.org/web/eng/siteeng0.nsf/iwpList2/Humanitarian_law
<http://www.law.cornell.edu/topics/environmental.html>
<http://www.ohchr.org/english/law/>
<http://www.scottishlaw.org.uk/lawscotland/environ.html>
<http://www2.eli.org/index.cfm>

Other websites:

<http://englishonline.sites.uol.com.br/english/intermediate.htm>
<http://www.bbc.co.uk/worldservice/learningenglish/language>
<http://www.uefap.com/index.htm>
<http://a4esl.org>
<http://www.grammar-quizzes.com/index.html>
<http://english.baladre.org/sedaviwebfront/grammarindex.htm>
<http://www.englishexercises.org>

