



KOZMINSKI UNIVERSITY

What Shall We Teach in the Legal English Classroom? Students' Perspective.

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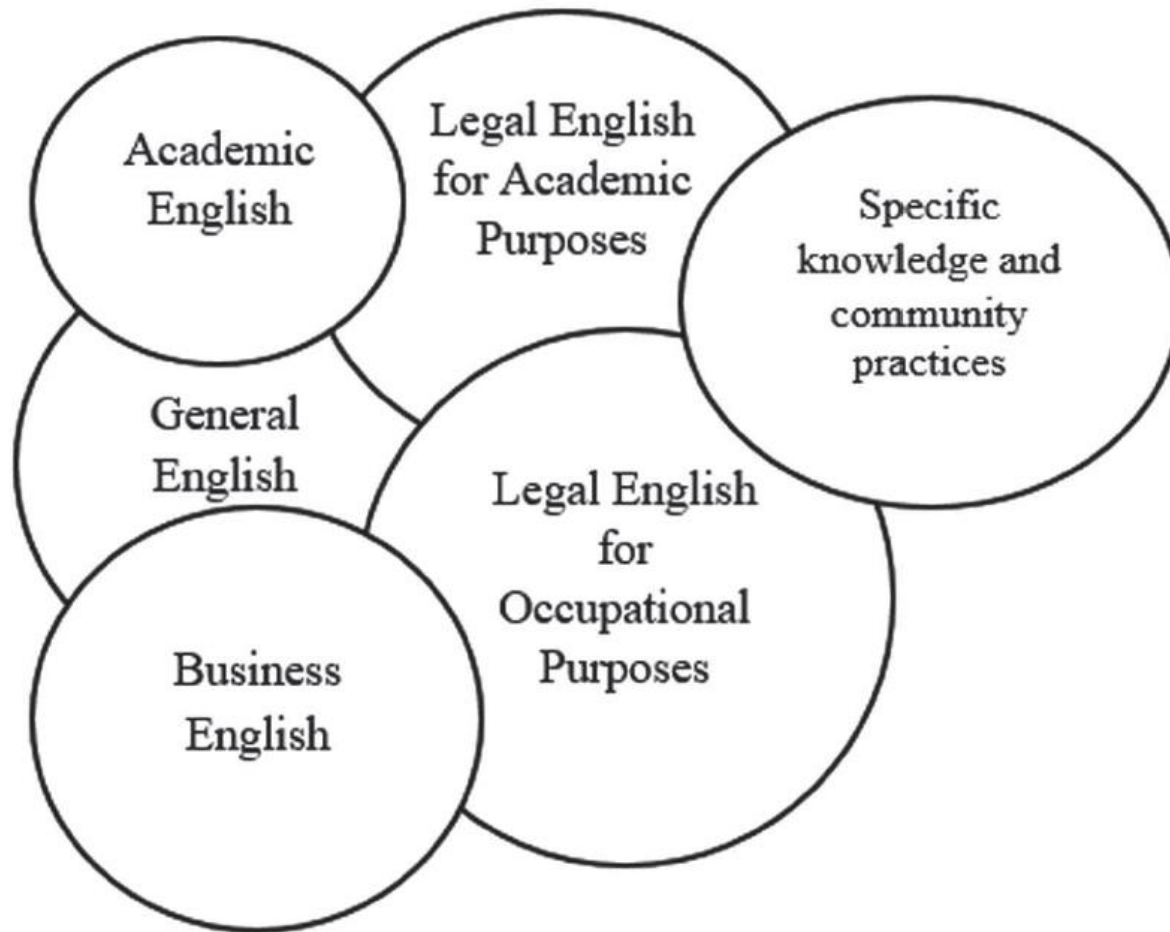
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What is ELP?

The overlaps in ELP



Components of ELP



Target Needs Analysis

Target situation analysis, therefore, concentrates on examining and understanding **how the language is used in the specific discourse community**, i.e. “a group of people involved in a particular disciplinary or professional area (e.g., teachers, linguists, doctors, engineers) who have, therefore, developed means and conventions for doing so. The concept of discourse community, thus, seeks to explain how particular rhetorical features of texts express the values, purposes, and understandings of particular groups and mark membership in such groups.”

Jack C. Richards and Richard Schmidt.

Longman Dictionary of Language Teaching and Applied Linguistics 4th ed.

(London: Longman, 2010), p. 175.

ELP Students' Target Needs

- legal English certificate requirements
- coursebook syllabus
- in-house (university) final examination

- the students' employability
- entry level jobs requirements
- the challenges of the labour market
- life skills

Employability Skills

“employability is taken as a set of achievements – skills, understandings and personal attributes – that makes graduates more likely to gain employment and to be successful in their chosen occupations, which benefits themselves, the workforce, the community and the economy.”

Mantz Yorke, *Employability in Higher Education. What It is – What It Is Not* (The Higher Education Academy, 2006), p. 10.

Top 10 Skills Employers Want

1. **verbal communication**
2. team work
3. commercial awareness
4. analyzing and investigating
5. initiative/self-motivation
6. drive
7. written communication
8. planning and organizing
9. flexibility
10. time management

Source: Kent University

<https://www.kent.ac.uk/careers/sk/top-ten-skills.htm>

Interview Questions

1. Has your knowledge of English been tested during the recruitment processes that you have participated in?
2. If so, what kinds of tests or tasks have you been asked to perform?
3. Do you use English at work?
4. If so, what situations do you use English in?

English Skills Tested During Job Interviews

1. a casual conversation on a general topic
2. tests: correcting mistakes in an English text, completing a grammatical test, multiple choice test or lexical test, short essays or summaries
3. translation tasks
4. other: drafting a note/legal opinion, pleadings, a balance sheet, an e-mail to a client/customer, register transfer, case studies, online tests in English, recorded interviews

The Use of English on the Job (1)

1. Reading: reports, contracts, the EU resolutions, directives and communications, correspondence with clients, websites
2. Speaking: meetings with clients, interviewing them in order to provide advice, meetings of international teams, delivering presentations, telephone conversations

The Use of English on the Job (2)

1. drafting and redrafting contracts
2. preparing legal opinions for clients
3. drawing up reports or legal memoranda which fulfil the role of reports in legal environment
4. exchanging correspondence with clients and clarify legal issues, accountancy and administrative processes
5. drafting other documents, e.g. power of attorneys
6. translating texts, e.g. internal instructions, credit documentation, terms of sale, risk assessment, company documentation, e.g. resolutions, agendas, etc.

Transferable Skills

1. planning, writing drafts, revising
2. paragraphing and organizing writing
3. the use of linking words
4. punctuation
5. paraphrasing
6. using quotations, footnotes and drawing up bibliography

R.R. Jordan, *English for Academic Purposes: A Guide and Resource Book for Teachers* (Cambridge: Cambridge University Press, 2002).

Michael J. Wallace, *Study Skills in English: A Course in Reading Skills for Academic Purposes* (Cambridge: Cambridge University Press, 2004).

+ comprehending

+ interpreting

+ defining

Practical Implications

1. defining the meaning of the so called *terms of art*
2. paraphrasing legal texts in plain English
3. translating carried both ways
4. summarizing
5. drafting and redrafting contract clauses
6. drafting legal letters and emails
7. practising grammar

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How to Exploit a Sample Clause in Class



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Legal English, life skills,
paraphrasing, plain English,
target needs, teaching, writing

The clause is, for example, a standard indemnity clause like this one below:

Licensee shall indemnify and hold harmless the Licensor, its affiliates and their respective officers, directors and employees from and against all costs, expenses, damages, claims, obligations and liabilities whatsoever from facts or circumstances not attributable to the Licensor including, but not limited to, all costs arising out of the acts or defaults, whether negligent or not, of the Licensee, Licensee's agents, sub-contractors and employees.

Thank you!

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