

HANOI LAW UNIVERSITY (HLU)
FACULTY OF INTERNATIONAL TRADE & BUSINESS LAW

OUTLINE

COURSE ON ADVANCED LEGAL ENGLISH 1

1. General Information

Degree: Bachelor

Major: International Trade and Business Law

Title of the Course: Advanced Legal English 1

Code of the Course: LTMQTBB 09

Number of Credits: 03 credits (8 weeks, 3 sessions/week, 90 minutes/session)

Compulsory/Optional: Compulsory course

Prerequisite Course(s): Legal English 3

Target students: 3rd year students majoring in International Trade & Business Law at HLU

2. Aims of the Course

2.1. To enhance all of four language skills - listening, speaking, reading and writing skills.

2.2. To improve knowledge of English grammar.

2.3. To focus on the vocabulary and expression on international law and international trade law.

3. Scope of the legal content in the Course

Legal English relating to the UN, WTO, FTAs.

4. Outcomes

Students are expected to improve their English skills in the following ways:

- by expressing themselves more accurately and fluently, enabling students to communicate more self-confidently.
- by expanding their professional vocabulary and improving their understanding of English grammar, students will be able to write more coherent e-mails and create a more professional draft of other written matter.
- with improved English language skills and expanded professional vocabulary, students will have greater self-confidence to socialize and network.
- to work in English comfortably and competently in a cross-cultural environment.

5. Course Design

Sessions	Activities	Date	Hours	Aim	Requirement for Students
WEEK 1 – READING SKILL					
Session 1	- Strategies of reading: to give an overview about how to read.		90 min.	- To understand a variety of texts, such as reports, legal documents, newspaper articles, ...; - To improve pronunciation and fluency in reading.	- To search & read web un.org/law/avl/ ; wto.org - Glossary: wto.org/english/thewto_e/glossary_e/glossary_e.htm - Reading: <i>Annabel Elkington et al., Skills for Lawyers, © The College of Law, 2011</i> - Learning by doing: just exercise

Session 2	<ul style="list-style-type: none"> - Important building blocks of grammar (nouns, pronouns, articles, verbs, adjectives, adverbs, prepositions, conjunctions); - To fill in with the correct form; - To focus on the UN Charter. 		90 min.	<ul style="list-style-type: none"> - To understand a variety of texts, such as reports, legal documents, newspaper articles, ... on general International Law; - To improve pronunciation and fluency in reading; - To give knowledge of grammar. 	<ul style="list-style-type: none"> - To search & read web un.org/law/avl/; http://www.un.org/en/documents/charter/index.shtml - Reading: Annabel Elkington <i>et al.</i>, <i>Skills for Lawyers</i>, © The College of Law, 2011 - Learning by doing: just exercise
Session 3	<ul style="list-style-type: none"> - Important building blocks of grammar (nouns, pronouns, articles, verbs, adjectives, adverbs, prepositions, conjunctions); - To fill in with the correct form; - To focus on “What is the WTO?” 		90 min.	<ul style="list-style-type: none"> - To understand a variety of texts, such as reports, legal documents, newspaper articles, ... on the WTO; - To improve pronunciation and fluency in reading; - To give knowledge of grammar. 	<ul style="list-style-type: none"> - To search & read web wto.org/english/thewto_e/whatis_e/whatis_e.htm; - Glossary: wto.org/english/thewto_e/glossary_e/glossary_e.htm - Reading: Annabel Elkington <i>et al.</i>, <i>Skills for Lawyers</i>, © The College of Law, 2011 - Learning by doing: just exercise
WEEK 2 – READING SKILL (continued)					
Session 4	<ul style="list-style-type: none"> - Important building blocks of grammar (nouns, pronouns, articles, verbs, adjectives, adverbs, prepositions, 		90 min.	<ul style="list-style-type: none"> - To understand a variety of texts, such as reports, legal documents, newspaper articles, ... on the RTAs; - To improve pronunciation 	<ul style="list-style-type: none"> - To search & read web wto.org/english/tratop_e/region_e/rta_pta_e.htm - Glossary: wto.org/english/thewto_e/glossary_e/glossary_e.htm

	<p>conjunctions);</p> <ul style="list-style-type: none"> - To fill in with the correct form; - To focus on “Regionalism - friends or rivals?” 			<p>and fluency in reading;</p> <ul style="list-style-type: none"> - To give knowledge of grammar. 	<p>y_e.htm</p> <ul style="list-style-type: none"> - Reading: Annabel Elkington <i>et al.</i>, <i>Skills for Lawyers</i>, © The College of Law, 2011 - Learning by doing: just exercise
Session 5	<ul style="list-style-type: none"> - Important building blocks of grammar (nouns, pronouns, articles, verbs, adjectives, adverbs, prepositions, conjunctions); - To fill in with the correct form; - To focus on the FTAs 		90 min.	<ul style="list-style-type: none"> - To understand a variety of texts, such as reports, legal documents, newspaper articles, ... on the FTAs; - To improve pronunciation and fluency in reading; - To give knowledge of grammar. 	<ul style="list-style-type: none"> - Reading: + Annabel Elkington <i>et al.</i>, <i>Skills for Lawyers</i>, © The College of Law, 2011 + WTO website; USTR website; EU website - Learning by doing: just exercise
Session 6	<ul style="list-style-type: none"> - Important building blocks of grammar (nouns, pronouns, articles, verbs, adjectives, adverbs, prepositions, conjunctions); - To fill in with the correct form; - To focus on the FTAs * Written Individual Assignment No. 1: To fill in with the correct form. 		60 min. 30 min.	<ul style="list-style-type: none"> - To understand a variety of texts, such as reports, legal documents, newspaper articles, ... on the FTAs; - To improve pronunciation and fluency in reading; - To give knowledge of grammar. <p>* To assess reading skill and knowledge of grammar.</p>	<ul style="list-style-type: none"> - Reading: + Annabel Elkington <i>et al.</i>, <i>Skills for Lawyers</i>, © The College of Law, 2011 + WTO website; USTR website; EU website - Learning by doing: just exercise
WEEK 3 – WRITING SKILL					

Session 7	- Strategies of writing: to give an overview about how to write. - Note taking.		90 min.	- To improve writing expression.	- Reading: Annabel Elkington <i>et al.</i> , <i>Skills for Lawyers</i> , © The College of Law, 2011 - Learning by doing: just exercise
Session 8	- How to write business emails?		90 min.	- To write more coherent e-mails	- Reading: Annabel Elkington <i>et al.</i> , <i>Skills for Lawyers</i> , © The College of Law, 2011 - To prepare idea before attending class - Learning by doing: just exercise
Session 9	- Write a meeting minutes.		90 min.	- To create a professional writing skill.	- Reading: Annabel Elkington <i>et al.</i> , <i>Skills for Lawyers</i> , © The College of Law, 2011 - To prepare idea before attending class - Learning by doing: just exercise
WEEK 4 – WRITING SKILL (continued)					
Session 10	- Write a workshop agenda.		90 min.	- To create a professional writing skill.	- Reading: Annabel Elkington <i>et al.</i> , <i>Skills for Lawyers</i> , © The College of Law, 2011 - To prepare idea before attending class - Learning by doing: just exercise
Session 11	- Write a press release.		90 min.	- To create a professional writing skill.	- Reading:

					Annabel Elkington <i>et al.</i> , <i>Skills for Lawyers</i> , © The College of Law, 2011 - To prepare idea before attending class - Learning by doing: just exercise
Session 12	- Overview of legal writing skill - To focus on the WTO Law * Written Individual Assignment No. 2: To write a business email		60 min. 30 min.	- To create a legal writing skill. - To assess writing skill and knowledge of grammar.	- Reading: + Annabel Elkington <i>et al.</i> , <i>Skills for Lawyers</i> , © The College of Law, 2011. (hard copy is available). + WTO website - Learning by doing: just exercise
WEEK 5 – SPEAKING SKILL					
Session 13	- Strategies of speaking: to give an overview about how to speak. - How to do an oral presentation?		90 min.	- To communicate effectively; - To ensure right use of vocabulary.	- To search web webtv.un.org/; unmultimedia.org/radio/english/index.html ; wto.org/english/res_e/webcas_e/podcasting_e.htm - To find audios/videos. - To prepare idea before attending class - Reading: Annabel Elkington <i>et al.</i> , <i>Skills for Lawyers</i> , © The College of Law, 2011 - Learning by doing: just exercise
Session 14	Oral presentation on the WTO Law topics		90 min.	- Oral fluency practice.	- Reading: + Annabel Elkington <i>et al.</i> , <i>Skills for</i>

					<p><i>Lawyers</i>, © The College of Law, 2011 + WTO website - To prepare idea before attending class - Learning by doing: just exercise</p>
Session 15	Oral presentation on the WTO Law topics		90 min.	- Oral fluency practice.	<p>- Reading: + Annabel Elkington <i>et al.</i>, <i>Skills for Lawyers</i>, © The College of Law, 2011 + WTO website - To prepare idea before attending class - Learning by doing: just exercise</p>
WEEK 6 – SPEAKING SKILL (Continued)					
Session 16	<p>- Short role-playing scenarios of business meetings, receiving guests, socializing, interviewing, making appointments, ...</p> <p>- To focus on the WTO Law</p>		90 min.	- Oral fluency practice.	<p>- Reading: + Annabel Elkington <i>et al.</i>, <i>Skills for Lawyers</i>, © The College of Law, 2011 + WTO website - To prepare a short role-playing scenarios on the WTO Law - Learning by doing: just exercise</p>
Session 17	- To debate in pairs about the WTO Law		90 min.	- Oral fluency practice.	<p>- Reading: + Annabel Elkington <i>et al.</i>, <i>Skills for Lawyers</i>, © The College of Law, 2011 + WTO website - To prepare idea before attending class</p>

					- Learning by doing: just exercise
Session 18	- To debate in group about the WTO Law		90 min.	- Oral fluency practice.	- Reading: + Annabel Elkington <i>et al.</i> , <i>Skills for Lawyers</i> , © The College of Law, 2011 + WTO website - To prepare idea before attending class - Learning by doing: just exercise
WEEK 7 – LISTENING SKILL					
Session 19	- Strategies of listening: to give an overview about how to listen.		90 min.	- Effective listening skill.	- To search web webtv.un.org/; unmultimedia.org/radio/english/index.html ; wto.org/english/res_e/webcas_e/podcasting_e.htm - To find audios/videos - Reading: Annabel Elkington <i>et al.</i> , <i>Skills for Lawyers</i> , © The College of Law, 2011 - Learning by doing: just exercise
Session 20	- How to listen telephone? - To focus on the WTO.		90 min.	- Effective listening skill; - To understand telephone messages.	- To prepare a telephone conversation on the WTO Law - Learning by doing: just exercise
Session 21	- How to listen conversations in business settings?		90 min.	- Effective listening skill; - To understand conversations in business	- To search web wto.org/english/tratop_e/region_e/region_e.htm

	- To focus on the FTAs.			settings.	- To find audios/videos on the FTAs. - Learning by doing: just exercise
WEEK 8 – ORAL TEAMWORK ASSESSMENT					
Session 22	* Oral Assignment	Teamwork		90 min. - To assess listening and speaking skills and knowledge of communication.	- To choose one assignment within the set of assignments. - Reading: Annabel Elkington <i>et al.</i> , <i>Skills for Lawyers</i> , © The College of Law, 2011.
Session 23	* Oral Assignment	Teamwork		45 min. - To assess listening and speaking skills and knowledge of communication.	- To choose one assignment within the set of assignments. - Reading: Annabel Elkington <i>et al.</i> , <i>Skills for Lawyers</i> , © The College of Law, 2011.

6. Assignments and Final Exam: 100% of aggregate mark

Evaluation	Ratio
Written Individual Assignment No. 1	10%
Written Individual Assignment No. 2	10%
Oral Teamwork Assignment	20%
Written Final Exam	60%

7. List of Lecturers and Lecturers' Assistants:

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8. Useful Academic Materials:

- Nick Brieger, *Test Your Professional English: Law*, Pearson Education Limited, England, 2003, www.penguinenglish.com (soft copy is available).
- Gillian D. Brown and Sally Rice, *Cambridge - Professional English in Use - Law*, England, 2007 (soft copy is available).
- Jeremy Day, *International Legal English: A Course for Classroom or Self-study Use Teacher's Book*, Second Edition, © Cambridge University Press, ISBN 2011978-0-521-27946-8.
- Amy Krois-Lindner, *Introduction to International Legal English: A Course for Classroom or Self-study Use*, Cambridge Professional English. (soft copy is available).
- Annabel Elkington *et al.*, *Skills for Lawyers*, © The College of Law, 2011. (hard copy is available).

Useful websites:

- videovocab.tv
- <http://www.cambridge.org/elt/nibe>
- un.org
- wto.org
- oecd.org
- <http://r0.unctad.org>
- <http://www.uncitral.org>

Course Designer: Dr. Duong Thi Hien