

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

OUTLINE

COURSE ON ADVANCED LEGAL ENGLISH 2

(or ENGLISH FOR INTERNATIONAL PRIVATE LAW & INTERNATIONAL BUSINESS LAW COURSE)

1. General Information

Degree: Bachelor

Major: International Trade and Business Law

Title of the Course: Advanced Legal English 2 (or English for International Private Law & International Business Law)

Code of the Course: LTMQTBB 10

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: 4th year students majoring in International Trade and Business Law at HLU

2. Aims of the Course

- 2.1. To focus on listening and speaking skills;
- 2.2. To advance important language skills - communication; remedial grammar exercises; and vocabulary-building activities.
- 2.3. To improve English language skills in the international business law context.
- 2.4. Listening comprehensions of different English accents.

3. Scope of the legal content in the Course

Legal English relating to the conflict of laws; international sale contracts and other international contracts; INCOTERMS; methods of financing; international commercial arbitration; etc.

4. Outcomes

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

- To actively participate in the frequent role-plays and simulations, which are created to extend important language skills.
- To express themselves more accurately and fluently, enabling students to communicate more self-confidently and participate more successfully in business meetings and social settings.
- To work comfortably and competently on international business law.
- To expand their business vocabulary; to present much more effectively; to experience greater confidence in using the telephone.

5. Course Design

Sessions	Activities	Date	Hours	Aim	Requirement for Students
WEEK 1 – ADVANCED LISTENING & SPEAKING SKILLS					
Session 1	- Overview: How to do an oral business presentation? - Greetings, introducing people, hosting foreign visitors, small talks, arranging itineraries, etc.		90 min.	- Student oral presentation of his/her job, organization, products (goods and/or services), market trends, etc.	To actively participate in the frequent role-plays and simulations.
Session 2	- Describing product specifications, introducing new technologies,		90 min.	- Student oral presentation of his/her job, organization, products	To actively participate in the frequent role-

	suggesting market strategies, describing market trends (presenting facts and figures), etc.			(goods and/or services), market trends, etc.	plays and simulations.
Session 3	- Introducing cultural differences in communication, lifestyles, gestures, taboo topics, etiquettes, table manners, etc.		90 min.	- Student oral presentation of his/her job, organization, products (goods and/or services), market trends, etc.	To actively participate in the frequent role-plays and simulations.
WEEK 2 – ADVANCED LISTENING & SPEAKING SKILLS (continued)					
Session 4	- Overview: How to do an oral business communication? - Role-playing scenarios of business meetings: Chairing a meeting, turn-about, showing agreements/disagreements, note taking skills, summarizing, etc.		90 min.	- To communicate in the international business context with a wide range of international business law vocabulary. + Asking appropriate questions + Agreeing and disagreeing + Interrupting/interjecting + Clarifying and confirming + Challenging/defending an opinion + Making persuasive points and venturing to compromise + Making suggestions and proposals + Offering/accepting + Eliciting comments + Condensing and concluding	To actively participate in the frequent role-plays and simulations.

				+ Opening/closing meetings	
Session 5	- Role-playing scenarios of business negotiations: To negotiate contract's terms and conditions		90 min.		- To search & read web and academic materials instructed in this Course Outline.
Session 6	- Role-playing scenarios of business negotiations: To negotiate contract's terms and conditions * Written Individual Assignment No. 1:		60 min. 30 min.	* To assess knowledge of grammar and international private law and international business law vocabulary.	- To search & read web and academic materials instructed in this Course Outline.
WEEK 3 – ADVANCED LISTENING & SPEAKING SKILLS (continued)					
Session 7	- Overview: How to do an oral business communication in using telephone? - Simulations: Getting through the call, exchanging information, answering/transferring phone calls, leaving/taking messages, etc.		90 min.	- To improve vocabulary, grammar, expression, intercultural issues.	To actively participate in the frequent role-plays and simulations.
Session 8	Continued – Practice		90 min.	- To improve listening, speaking, communication skills.	To actively participate in the frequent role-plays and simulations.
Session	Continued – Practice		90 min.	- To improve listening, speaking,	To actively participate

9				communication skills.	in the frequent role-plays and simulations.
WEEK 4 – ADVANCED WRITING SKILL					
Session 10	- Note taking. - Write a meeting minutes.		90 min.	- To create a more professional draft of legal reports.	Read: - Nick Brieger, <i>Test Your Professional English: Law</i> . - Gillian D. Brown and Sally Rice, <i>Cambridge - Professional English in Use - Law</i> . - Amy Krois-Lindner, <i>Introduction to International Legal English: A Course for Classroom or Self-study Use</i> . - Others.
Session 11	- Write a business email. Writing to show invitations and confirmations, to inform/advise, to persuade, to report good/bad news, to send out ultimatums, etc.		90 min.	- To create a more professional writing skill.	Read: - Nick Brieger, <i>Test Your Professional English: Law</i> . - Gillian D. Brown and Sally Rice, <i>Cambridge - Professional English in Use - Law</i> .

					<ul style="list-style-type: none"> - Amy Krois-Lindner, <i>Introduction to International Legal English: A Course for Classroom or Self-study Use.</i> - Others.
Session 12	<ul style="list-style-type: none"> - Write a workshop agenda. - Write a press release. <p>* Written Individual Assignment No. 2: To write a business email/legal report.</p>		<p>60 min.</p> <p>30 min.</p>	<ul style="list-style-type: none"> - To create a more professional draft of legal reports; - To assess advanced writing skill and knowledge of grammar. 	<p>Read:</p> <ul style="list-style-type: none"> - Nick Brieger, <i>Test Your Professional English: Law.</i> - Gillian D. Brown and Sally Rice, <i>Cambridge - Professional English in Use - Law.</i> - Amy Krois-Lindner, <i>Introduction to International Legal English: A Course for Classroom or Self-study Use.</i> - Others.
WEEK 5 - LEGAL READING SKILL					
Session 13	<ul style="list-style-type: none"> - Overview: How to read a legal document? - Reading comprehensions of 		90 min.	- Effective reading skill.	<ul style="list-style-type: none"> - To search web http://www.uncitral.org/uncitral/en/uncitral_texts/sale_goods/1980CISG

	CISG.				.html
Session 14	- Reading comprehensions of CISG. - Discussing to understand correctly the legal document.		90 min.	- Effective reading skill.	- To search web http://www.uncitral.org/uncitral/en/uncitral_texts/sale_goods/1980CISG.html
Session 15	- Reading comprehensions of CISG. - Discussing to understand correctly the legal document.		90 min.	- Effective reading skill.	- To search web http://www.uncitral.org/uncitral/en/uncitral_texts/sale_goods/1980CISG.html
WEEK 6 – LEGAL READING SKILL (continued)					
Session 16	- Overview: How to read a legal case? - Reading comprehensions: To focus on the Case Law on UNCITRAL Texts (CLOUT)		90 min.	- Effective reading skill.	- To search web http://www.uncitral.org/uncitral/en/case_law.html
Session 17	- Reading comprehensions: To focus on the Case Law on UNCITRAL Texts (CLOUT) - Discussing to understand correctly the legal case.		90 min.	- Effective reading skill.	- To search web http://www.uncitral.org/uncitral/en/case_law.html
Session 18	- Reading comprehensions: To focus on the Case Law on UNCITRAL Texts (CLOUT) - Discussing to understand correctly the legal case.		90 min.	- Effective reading skill.	- To search web http://www.uncitral.org/uncitral/en/case_law.html

WEEK 7 – LEGAL READING SKILL (continued)

Session 19	- Reading comprehensions: To focus on the Case Law on UNCITRAL Texts (CLOUT) - Discussing to understand correctly the legal case.		90 min.	- Effective reading skill.	- To search web http://www.uncitral.org/uncitral/en/case_law.html
Session 20	- Reading comprehensions: To focus on the Case Law on UNCITRAL Texts (CLOUT) - Discussing to understand correctly the legal case.		90 min.	- Effective reading skill.	- To search web http://www.uncitral.org/uncitral/en/case_law.html
Session 21	- Reading comprehensions: To focus on the Case Law on UNCITRAL Texts (CLOUT) - Discussing to understand correctly the legal case.		90 min.	- Effective reading skill.	- To search web http://www.uncitral.org/uncitral/en/case_law.html

WEEK 8 – ORAL TEAMWORK ASSESSMENT

Session 22	* Oral Teamwork Assignment		90 min.	- To assess listening and speaking skills and communication knowledge.	
Session 23	* Oral Teamwork Assignment		45 min.	- To assess listening and speaking skills and communication knowledge.	

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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:

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).

- ITC, *Model Contracts for Small Firms: Legal Guidance for Doing International Business*, Geneva, 2010. (soft copy is available).

Useful Websites:

- videovocab.tv

- <http://www.cambridge.org/elt/nibe>

- <http://www.iccwbo.org/>
- http://www.uncitral.org/uncitral/en/case_law.html
- http://www.uncitral.org/uncitral/en/uncitral_texts/sale_goods/1980CISG.html
- <http://www.intracen.org>
- <http://www.unidroit.org/>

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