MERCURY

Legal English Training Course

8 – 19 March 2027
Accra (Ghana)



Dubai - UAE: +971 4 450 5697
Istanbul - Türkiye: +90 539 599 1206
Amman - Jordan: +962 79 712 3347

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Ref: 15505_1064396 **Date:** 8 – 19 March 2027 **Location:** Accra (Ghana) **Fees:** 9500 Euro

Introduction:

Participants will elevate their communication skills and legal writing. Effective communication is the cornerstone of success in today's dynamic professional landscape. In this Legal English training course, they will explore the intricacies of sentence construction, delve into punctuation, refine their letter and email writing abilities, and guide them through the art of legal contract drafting with a focus on business legal English.

Legal English is essential for professionals navigating the legal realm. In this Legal English training program, whether seasoned professionals or just starting their careers, participants will enhance their written communication and develop a strong foundation for confident and impactful verbal expression.

This Legal English program will equip participants with the tools and knowledge to navigate the complexities of effective communication in various professional scenarios while deepening their understanding of legal English and its importance. They will sharpen their language prowess, master legal terminology, and hone their presentation, meeting, and negotiation skills to achieve communication excellence.

This Legal English course emphasizes how to learn legal English effectively and the characteristics of legal English and prepares participants for a legal English certificate. Understanding the meaning of legal English and the importance of legal English in proper communication are integral aspects of this training.

Participants will engage in legal English writing exercises to bolster their proficiency and ensure they are prepared to meet industry standards. In the Legal English program, they will be well-versed in the definition of legal English. They will advance their careers in the legal world or any sector where legal English skills are paramount.

Targeted Groups:

- Legal Professionals.
- Business and Corporate Executives.
- Communication Specialists.
- Entrepreneurs and Business Owners.
- Anyone Seeking Professional Development.

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Course Objectives:

At the end of this Legal English course, the participants will be able to:

- Enhance Sentence Construction Skills.
- Master Punctuation Techniques.
- Refine Letter and Email Writing Abilities.
- Navigate Legal Contract Drafting.
- Build a Strong Legal Glossary.
- Sharpen Presentation Skills.
- Facilitate Effective Meetings.
- Express Strong Opinions and Negotiate Confidently.
- Cultivate Professional Communication Across Industries.
- Empower Participants for Career Advancement.

Targeted Competencies:

Participants competencies in this Legal English training will:

- Legal Writing Proficiency.
- Leadership Communication.
- General Communication Skills.
- Career Advancement.
- Entrepreneurial Communication.
- Professional Development.

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Course Content:

Unit 1: Sentence Construction - Understanding Sentence Structure:

- Parts of a sentence subject, predicate, object.
- Sentence types simple, compound, complex.
- Sentence Variety and Clarity.
- Avoiding run-on sentences and fragments.
- Using varied sentence structures for impact.
- Practical exercises and peer review.

Unit 2: Punctuation - Mastering Basic Punctuation:

- Commas, periods, and semicolons.
- Apostrophes and quotation marks.
- Advanced Punctuation.
- Colons, dashes, and ellipses.
- Parentheses and brackets.
- Exercises and real-world examples.

Unit 3: Letter and Email Writing - Crafting Effective Business Letters:

- Formal vs. informal language.
- Structure and tone.
- Hands-on letter writing.

Unit 4: Email Etiquette and Efficiency:

- Professional email structure.
- Managing tone in emails.
- Practical exercises and email drafting.

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Unit 5: Drafting Contracts:

- Basics of legal contracts.
- Key components and language.
- Case studies.
- Drafting Simple Contracts.
- Hands-on practice with a straightforward contract.
- Reviewing common mistakes.
- Peer feedback and improvement.
- Recitals in Contracts.
- Understanding the purpose of recitals.
- Drafting recitals effectively.
- Conditions Precedent and Contract Closure.
- Exploring conditions precedent.
- Finalizing and closing a contract.
- Role-playing and scenario-based learning.

Unit 6: Legal Glossary - Building a Legal Vocabulary:

- Common legal terms and phrases.
- Interactive glossary development.

Unit 7: Presentation Skills, Arranging Meetings, Negotiations

- Effective Presentation Techniques.
- Structuring a compelling presentation.
- Public speaking tips and tricks.
- Interactive presentations.

Unit 8: Arranging and Leading Meetings:

- Planning and organizing effective meetings.
- Facilitating discussions.

Unit 9: Strong Opinions and Negotiation Skills:

- Expressing and handling strong opinions.
- Principles of negotiation.