



Legal English Course

15 - 26 Jul 2024
Vienna (Austria)





Legal English Course

Ref.: 15505_312623 **Date:** 15 - 26 Jul 2024 **Location:** Vienna (Austria) **Fees:** 8500 **Euro**

Introduction:

We embark on a transformative journey to elevate your communication skills and legal writing proficiency. In today's dynamic professional landscape, effective communication is the cornerstone of success. Over the next week and a half, we'll explore the intricacies of sentence construction, delve into the nuances of punctuation, refine your letter and email writing abilities, and guide you through the art of legal contract drafting.

As we navigate through these essential skills, you'll not only enhance your written communication but also develop a strong foundation for confident and impactful verbal expression. Whether you're a seasoned professional or just starting your career, this program is designed to equip you with the tools and knowledge needed to navigate the complexities of effective communication in various professional scenarios.

Get ready to sharpen your language prowess, master legal terminology, and hone your presentation, meeting, and negotiation skills. Let's begin this empowering journey towards communication excellence.

Targeted Groups:

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

Course Objectives:

At the end of this 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:

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

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

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



**Registration form on the :
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