

COURSE IN LEGAL ENGLISH

The course targets the students or the graduates of the Law Faculty and all the jurists who wish to obtain a specialization in Legal English.

COURSE SCHEDULE

- **REGISTRATION:** between September and July, at the Language Centre, *Spiru Haret* University, 13 Ion Ghica Str., district 3, Bucharest;
- **DURATION:** a module (*beginner, intermediate, advanced*) includes **6-32 hours** and runs for **4-10 weeks**, depending on the course type;

SYLLABUS:

- The translation from English into Romanian of sundry law texts, chosen from different legal branches (civil law, criminal law, labor law, international law, etc.), selected from the current European legislation, juridical treaties and codes, law journals or from newspapers published abroad. The translations will focus on practising the legal English and showcasing the morphological and syntactic structures related to the juridical language.
- The translation from Romanian into English of various types of contracts, while considering the duty of the Romanian employers or jurists to have the English version of a contract in the Romanian language, when the client is not familiar with the latter language. The contrastive study of certain terms and specific collocations in the legal English is the object herein.
- Drafting various legal documents in the English language, with the variations pertinent to the British, American and European linguistic areas. Eg: bills, Notary Public documents, subpoenas, decrees, testaments and last wills, legal orders, letters/emails to the clients, contracts, etc.
- Practising the different types of verbal legal discourse in the English language, starting from telephone conversations or meetings for legal counselling for foreign clients, contract negotiations and partnerships, to pleading before the courts at the Court of Arbitration in Romania.
- At the request of the candidates, an intensive training for the Cambridge ILEC exam (International Legal English Certificate) can be provided.

- **DAY AND TIME:** this information is established during the first meeting with the teacher, for maximum attendance purposes. The classes can also be scheduled for the weekend;
- **CLASSROOM:** at the registered office of *Spiru Haret* University;
- For the intermediate and advanced levels, the distribution of the candidates follows a Placement Test taken during the first meeting with the teacher;
- **GROUPS:** small size.

Documents required for registration (in the original):

- Identity card
- School documents (for the USH students/graduates, the gradebook or enrollment contract is sufficient)
- The receipt to prove payment (cashier's office at the registered USH office)
- The registration application form, filled out (**DOWNLOAD**)

At the end of a module, the students will be given a graduation certificate, mentioning the type and duration of the course, as well as the assessment results after examination.