

Course Title

Legalese

What to expect

Legal English and language strategies for lawyers and professionals in the legal field.

Overview

Track	Executive
Instructor	Carollann Braum
Date	February 5 - 6, 2021
Format	Two-day workshop
CPD Hours	12
Delivery	On campus
Price	13,490 CZK
Academic credits	N/A
Language	English
Pre-requisites	Intermediate to Advanced English (while participants at the near-intermediate level are welcome, they may find that they don't get the full benefit of the course due to the nuances in language that will be discussed).

Course Description

Intensive workshop designed for legal professionals and managers who want to improve their legal vocabulary, learn the correct phraseology, and communicate with their international clients smoothly and efficiently.

Legal English (or Legalese) isn't only for courtroom settings or contract drafting. Legal and business professionals will encounter legalese in many contexts, ranging from news stories to contracts to negotiations to emails with clients and small talk with colleagues. Every morning will begin with a warming-up discussion of "law in the news" and how to read and discuss the nuances of legal language in the news.



As communication becomes more casual and the world moves toward more informal interactions, the concept of legalese gains more attention and many professionals question whether the more formal legal language still has a place in the world or whether plain language should become more common. We'll discuss the positives and negatives of formal and informal language in different contexts, so that participants can be aware of the differences and consequences of each, but most importantly teach participants to recognize and effectively use both legalese styles.

A class that shouldn't be missed for global-minded legal professionals!

Learning Outcomes

- * Understand the basic differences between general English and legal terms
- * Recognize the evolving approach to formal legal English vs plain-language legal English, which is increasingly used in both law firms and businesses
- * Identify the importance of punctuation and grammar, including the real legal consequences that mistakes can have
- * Understand how to interpret contract provisions, including what to look out for and how broadly or narrowly the legal language used might be interpreted
- * Gain confidence in using Legal English with clients, colleagues, and other professionals

Methodology

Participants will be encouraged and have the opportunity to put their legalese and the skills they are learning in this course into action in every session with negotiations, staged interactions, contract drafting, mediations, and more through interesting real-world cases and scenarios:

- The Million Dollar Comma Case – how a missing comma in legislation cost businesses millions of dollars
- Tip of the Iceberg Contract Provisions – how innocent-looking contract provisions that could be read much more expansively than anyone likely intended and unintentionally trap a client into far more than you expect
- The Greatest Negotiation in Hollywood History – how staying true to your clients' goals and being intentional and strategic with contract language can seriously pay off

Schedule and Course Content

Default course delivery is on campus. If on campus courses are not feasible due to government restrictions, this course will be delivered online. For all courses that take place on a Friday and Saturday, online modes will take place the following week on Monday, Tuesday and Wednesday. One-day courses that take place on a Friday will be delivered online the following Monday and Tuesday.

Day 1 Outline				
Morning Session Content	Date	Time	Place	Duration
Introduction to Legalese Interpreting law in the news to warm up Main Topic: Effective Communication Different types of effective communication with clients, colleagues, and professional counterparts Emails, meetings, negotiations, and small talk <u>Activity:</u> Small mock negotiations and interactions	February 5	9am - 12pm	AAU Classroom	3 hours
Afternoon Session Content	Date	Time	Place	Duration
Main Topic: Punctuation and Grammar, Interpreting Legislation and Regulations Million Dollar Comma Case and the importance of punctuation in Legal Writing Reading and Reviewing Legislation and Regulations, through applications to real life scenarios <u>Activity:</u> Practice regulation drafting and application	February 5	2pm - 5pm	AAU Classroom	3 hours

Day 2 Outline				
Morning Session Content	Date	Time	Place	Duration
Interpreting law in the news to warm up Main Topic: Legal Language in Contracts Contract Language in Real Contracts Plain English or Legalese? Discussion on Formal vs Informal Phrasing <u>Activity:</u> Contract Terms Negotiation and Drafting	February 6	9am - 12pm	AAU Classroom	3 hours
Afternoon Session Content	Date	Time	Place	Duration
Main Topic: Resolving Conflict <u>Activity:</u> Mediation for Contract Breaches – based on Contract Drafts Review and discussion of the Mediation and the Greatest Negotiation in Hollywood History <ul style="list-style-type: none"> Concluding conversation about the real-world impact of Legalese 	February 6	2pm - 5pm	AAU Classroom	3 hours
Materials	Handouts will be provided at the start of class.			
Lunch Break	Provided for all participants at Café des Taxis.			