ENGLISH FOR LAWYERS & LEGAL PROFESSIONALS

Why choose Oxford Elite Tuition?

English is the established language of the legal profession, and is therefore an essential tool for any legal professional, especially those working with international matters.

At Oxford Elite Tuition, we understand the importance of achieving your personal and professional language goals. Through our partner school, our English courses for lawyers and legal professionals are intensive and designed to focus on your individual needs. The Oxford Elite Tuition approach to English courses will dramatically improve your English capabilities and further develop your career prospects.

Who studies with Oxford Elite Tuition?

Oxford Elite Tuition’s specialised English courses offer a range of programmes for commercial and public sector lawyers and legal professionals. Anyone who needs to develop effective communication skills in their specific area of law will benefit from learning with our partner school.

Oxford Elite Tuition: Experienced in Legal English Courses

Since 1972, our partner school has been developing and providing English courses for legal professionals. Law firms across the world increasingly expect their employees to have a solid command of English. Recent clients have included White and Case and CMS.

The Oxford Elite Tuition Approach: Tailored to your exact needs

At Oxford Elite Tuition we know that every client is unique; goals, needs and ambitions are always different. We pride ourselves on the level of personalisation we provide and provide tailor-made English courses for every client. It is the diversity of learning offered each day, coupled with experienced tutors and in-depth industry knowledge, which set us apart from other language training companies.

Oxford Elite Tuition: Accredited & Certified Teaching

The school is accredited by the British Council and EnglishUK and is able to provide visa support documents under Tier 4 of the UK Border Agency.

Our dedicated team of tutors are all CELTA certified and many also include the DELTA qualification, which is the highest qualification level of English teaching available.
The Complete Training Approach to Legal English

Oxford Elite Tuition’s Legal English Course fully trains clients using the following activities and techniques:

Fluency Activities
- Speed, avoiding hesitancy
- Familiar and unfamiliar contexts
- Expressing abstract ideas
- Transition from rehearsed to spontaneous speech
- Skills in guiding the listener through complex argumentation
- Having a variety of language resources

Vocabulary Activities
- Paraphrasing to cover vocabulary gaps
- Increasing the range of general and specialised, unusual, abstract subjects
- Use of partially acquired vocabulary
- Pronunciation
- Idioms - spontaneous use and appropriateness

Grammar Activities
- Tense accuracy
  - It is important to be able to speak and write using the correct tense – for example, past, conditional and future.
- Self correction, clarifying
  - The ability to hear when you have said something incorrectly, and correct yourself smoothly improves your fluency.
- ‘Residual errors’
  - Clients will look at the errors that persist in their speech and writing and tutors will help to correct these. Some common ones include missing final ‘s’ or including it where it is not needed, confusing ‘is’ and ‘are’, or ‘these’ and ‘those’.
- Complex structures
  - Being able to create more complex sentences, for example with subordinate clauses, adds a layer of depth to your ability to express yourself. An example of a complex sentence would be: the contract, which was on the desk, was signed in the morning. In this sentence, ‘which was on the desk’ is a subordinate clause – it provides more information about the contract, but the sentence would make sense without it.
- Modal verbs
  - Modal verbs are special verbs which behave irregularly in English, for example, they do not take an ‘s’ in the third person – he can speak English. Some common modal verbs include ‘can’, ‘may’ and ‘must’.
- Connectives
  - linking simple sentences together with for example, ‘and’, ‘but’, ‘however’, ‘because’, which improves fluency and the complexity of ideas you can express.
Pronunciation

- Individual sounds
  - If necessary, the rules of phonetic pronunciation in written English can be taught which will help to improve your ability to read English aloud with confidence. Incorrect pronunciation can entirely obscure the meaning.
- Stress, rhythm, intonation
  - The stress, rhythm and intonation of speech is important if the meaning is to remain clear.
- Word stress
  - Tutors will help clients to see which words in sentences require more stress in order for you to have the greatest clarity in your language.

Interaction

- Appropriate Responses and speed of response
- Taking conversational initiatives and authority
- Ability to sustain a long conversation on a familiar topic
- Spontaneous and informative reaction to a wide range of situations
- Misunderstandings dealt with sensitivity and authority
Subjects covered include:

**General written and verbal communication**
Clients will learn the skills necessary for written communication including email, reports and drafting examples of contracts. Through role-playing real life communicative situations, such as making arrangements by telephone, and giving legal advice, they will become more confident in spoken conversation.

**Communication Strategies**
Lessons will cover the appropriate communication strategies used in the legal world, including: agreeing and disagreeing; clarifying and confirming; interrupting; asking for comments; asking appropriate questions; summarising; challenging and defending an opinion; persuading and compromising; making proposals and suggestions; opening and closing meetings. The use of appropriate body language will also be taken into consideration.

**Meetings and Negotiations**
Clients will take part in simulated meetings and negotiations to develop language skills needed for effective participation in discussions on a variety of legal topics. Clients will gain greater self-assurance by speaking English in real legal scenarios in front of their tutor and/or classmates.

**Presentations**
Clients will be taught the necessary skills to make a presentation on specific legal topics of their own choice. Presentations will be given on a weekly basis in order to build up confidence in public speaking.

**Networking and Socialising**
Clients will be taught how to meet and greet, and receive visitors. On special request, it can be arranged for clients to visit certain law firms to better understand how they work, and to talk with current employees.

**Legislative Proposals and Legal documents**
Through case studies, clients’ performance will be improved in the discussions of legislative proposals, consultations on specific areas of law, and interpretation and discussion of legal documents.

**Preparation for TOLES and ILEC exams (optional)**
As lawyers use specialised language with particular care, the need for focused Legal English examinations is understandable. Oxford Elite Tuition is experienced in preparing clients for the TOLES (Test Of Legal English Skills) and ILEC (International Legal English Certificate) examinations.

Both exams are highly respected by leading associations of lawyers and international law firms. They are designed to help legal employers determine the language skills in a legal context of prospective employees, as well as lawyers and law clients to demonstrate their proficiency.

Preparation will include classes on examination technique, with in-depth focus on key language skills needed for the exams.
Interview Skills
Many law firms now interview in the English language. The ability to communicate effectively in English is therefore more important than ever. Good interview preparation may well be the key to being promoted, or being offered a job with a new firm.

Clients will be coached in interview technique with role-play interviews. Tutors will also help clients’ non-verbal skills, improving body language and voice projection. Video recording is used to playback interviews to the clients, which they will then analyse with their tutors in order to identify where improvements can be made.
Clients are asked for feedback early in the week so that any issues can be resolved quickly and effectively with minimum impact on the client’s learning schedule.

Our tutors are recognised experts in their fields, their experience and knowledge matched only by their drive and dedication to their clients.

Our legal English tutors have had considerable experience teaching lawyers. Many have a legal background with up-to-date knowledge of the legal profession. They are either retired lawyers or academics, with many having studied and taught at Oxbridge. Each client is carefully assigned a selected tutor, who is skilled in guiding clients and who best suits the client’s learning style and objectives.

All of our tutors are highly experienced in teaching English and we demand consistently high standards from them.

Tutors must meet the following requirements:
- TEFL/CELTA Certification or DELTA Qualification
- a university undergraduate degree
- at least two years’ experience (average of 5 years’ experience)
- two face to face interviews with our Director of Studies to assess suitability
- tutors are internally assessed 3 times per year

Furthermore, tutors are reviewed weekly by clients through our client feedback process.

Clients are asked for feedback early in the week so that any issues can be resolved quickly and effectively with minimum impact on the client’s learning schedule.

Tutors with specialised knowledge are available to work on the following areas:

1. Fluency and accuracy of speech
2. Articulation and pronunciation
3. Technical language appropriate to your job
4. Set expressions and formulae appropriate to your job
5. Legislative procedures
6. Job interviews
7. Telephone techniques
8. Formal greetings
The Mini Group programme provides an ideal environment in which clients can learn from and interact with other people of a similar standard. The bulk of learning will take place through Mini Group lessons, for which clients will be grouped with a maximum of three other individuals of similar linguistic capabilities and similar learning objectives.

The Mini Group programme is designed first and foremost to help clients to develop language accuracy, but it is also instrumental in helping clients to overcome their inhibitions and to become more confident when communicating in English.

We understand that different people learn best in different ways, which is why the group programme utilises a range of teaching techniques. Group sessions employ the latest multimedia including DVDs, iPods and television programmes to keep clients fully engaged with their learning schedule.

The variety of teaching and learning methods offered each day throughout our Legal English Courses is key in making sure your English language skills develop as much as possible during the course, both in terms of writing and speaking English.
Below you will find the nine different types of teaching and learning available to you through Oxford Elite Tuition and our partner school.

**News Review**
Each day the course begins with a News Review which lasts 15 minutes. Clients can enjoy coffee and pastries while discussing the day's news and current affairs. The topic of conversation will be chosen from a variety of current media sources including newspaper articles, television programmes and online reports. The topics will cover matters of general interest and of importance in the legal world.

The News Review gives clients the opportunity to practise mini-presentations, which will help develop many areas of their language learning: confidence in speaking in front of others; voice projection; interaction skills; summarising and reasoning skills; and dealing with questions. Furthermore, it exposes them to international accents from other clients (e.g. Arabic, Chinese, French, German, Japanese, Korean, Russian, Spanish etc.), as well as different levels of English, which reflects real life law more accurately.

**Spoken Performance Workshop**
These classes offer a unique learning environment that challenges clients in ways quite different from classroom lessons. Each workshop is a spontaneous forum for successful oral communication, which aims to build confidence in fluency across a range of different contexts and encourages clients to take risks with language.

**Grammar and Vocabulary**
Based on feedback from the initial client test and from the classes every morning; the focus of these sessions is to review and practice general English skills: key tenses and vocabulary with the emphasis on practicing productive skills in each class.

**Pronunciation & Ear Training**
For the formal pronunciation work, tutors employ a mix of classroom and language laboratory-based resources using interactive pronunciation CD-ROMs. Clients will focus on making their speech intelligible and will also study and practise listening to features of international accents via live and recorded general English.

The aim is to improve active pronunciation production and improve passive knowledge of other nationalities' pronunciation features.

**Speaking and Listening Skills**
Clients will work on their speaking and listening skills with a focus on professional and non-professional topics. This will include being able to understand the gist of what's being said, as well as honing in on the details. Materials will be drawn from authentic sources e.g. webcasts, television and radio news and also published materials. This lesson will be mixed with other clients in school to provide exposure to international English accents.
Tutorials (one-to-one private lessons)
Highly focused and results driven one-to-one tutorials enable each client to concentrate on their personal areas of development and specific needs within a legal focus. Each client will receive one tutorial each week. (If clients opt for a mixture of Mini Group lessons and individual learning, then the number of tutorials will increase accordingly.)

Masterclass
Clients will establish, with the help of their tutor, a weekly study plan to provide a focus on individual weak areas. This plan will be reviewed at the end of each week, enabling the client to re-focus and also to return home with strategies on how to continue improving their language.

Daily Review
This is a 15 minute session at the end of the school day. Clients are divided into small groups, mixed with other general English clients with the aim to provide a focus and a time for clients to reflect on the day’s learning.

Self Study
Clients will be able to access a variety of English resources (general and professional). The centre’s resources include authentic materials (newspapers, magazines, the internet, international news on digital television) that compliment more traditional textbooks, CD ROMS and DVDs.
MINI GROUP LESSONS - COURSE OPTIONS

The following types of Mini Group lessons can be taken:

1. **Mini Group + Individual 25 hours per week**
   - Mini Group + Individual 25 hours per week: this offers the complete Mini Group course plus an extra 25 hours per week of one-to-one private English tuition

2. **Mini Group + Individual 20 hours per week**
   - Mini Group + Individual 20 hours per week: this offers the complete Mini Group course plus an extra 20 hours per week of one-to-one private English tuition

3. **Mini Group + Individual 15 hours per week**
   - Mini Group + Individual 15 hours per week: this offers the complete Mini Group course plus an extra 15 hours per week of one-to-one private English tuition

MINI GROUP LESSONS - SAMPLE TIMETABLE

As demonstrated in this sample timetable, each day clients will cover a range of language skills that relate directly to their needs within the legal profession.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>08.45 – 09.00</td>
<td>News Review</td>
</tr>
<tr>
<td>09.00 – 10.00</td>
<td>Spoken Performance Workshop</td>
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<tr>
<td>10.00 – 10.15</td>
<td>Coffee Break</td>
</tr>
<tr>
<td>10.15 – 11.15</td>
<td>Grammar and Vocabulary</td>
</tr>
<tr>
<td>11.15 – 11.30</td>
<td>Coffee Break</td>
</tr>
<tr>
<td>11.30 – 13.00</td>
<td>Pronunciation &amp; Ear Training</td>
</tr>
<tr>
<td>13.00 – 14.00</td>
<td>Lunch</td>
</tr>
<tr>
<td>14.00 – 15.00</td>
<td>Listening and Speaking Skills</td>
</tr>
<tr>
<td>15.00 – 15.15</td>
<td>Tea Break</td>
</tr>
<tr>
<td>15.15 – 16.15</td>
<td>Tutorial/Masterclass</td>
</tr>
<tr>
<td>16.15 – 16.30</td>
<td>Closing Plenary</td>
</tr>
<tr>
<td>16.30 – 17.30</td>
<td>Self Study</td>
</tr>
</tbody>
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INDIVIDUAL LESSONS – OVERVIEW

One-to-one lessons allow the tutor to devote their full attention to the individual client and focus on their particular study or career objectives.

One-to-one tuition for maximum efficiency and 100% focus on the individual

Private tuition is known to be a highly effective way to learn, which is why we encourage all clients to take up individual lessons with a team of carefully selected tutors.

One-to-one lessons allow the tutor to devote their full attention to the individual client and focus on their particular study or career objectives. The tutor will adapt the course to the client’s precise level, concentrating on their individual linguistic needs and addressing the client’s desired areas for improvement.

Learning through private tuition also has the following advantages:
- the client can learn at his or her own pace
- tutors are able to focus on areas of difficulty and skim over areas in which the client is already well practised
- tutors are able to incorporate into lessons those learning techniques that are best suited to the particular client (e.g. discussion based on pre-lesson reading or audio material, role play scenarios, grammar exercises)
- one-on-one lessons can be particularly effective for reserved or inhibited clients, who will benefit from maximum speaking practice.

CONTACT US

to arrange a telephone interview with our Director of Studies

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INDIVIDUAL LESSONS – DETAILED COURSE PROGRAMME

Our unique approach: one client, multiple tutors
Each client undertaking private tuition will be assigned a team of tutors, rather than just one tutor. This allows clients to gain exposure to a range of tutors, each with their own approach to teaching and each with their own individual career background, personality and accent.

Many tutors have particular expertise in one or more specialisations, which may be relevant for clients looking to gain language proficiency in a particular area.

The combination of private tuition and full immersion in British culture and way of life creates the perfect environment in which clients can achieve dramatic improvements in their English skills.

INDIVIDUAL LESSONS - COURSE OPTIONS

The following types of individual lessons can be taken:

1. **Individual 30 hours per week**
   This offers 30 hours per week of private English tuition

2. **Individual 25 hours per week**:
   This offers 25 hours per week of private English tuition

3. **Individual 20 hours per week**:
   This offers 20 hours per week of private English tuition

4. **Individual 15 hours per week**:
   This offers 15 hours per week of private English tuition

INDIVIDUAL LESSONS - A SAMPLE DAY

The day begins, as with the Mini Group lessons, with the News Review (see page 8) as it is important to be able to interact in group situations. There is then 45 minutes when clients can prepare for tutorials or use the multimedia resources.

The day is filled with hour-long tutorials – ranging from 3 sessions per day, to 6 sessions, depending on which course option has been chosen. After the tutorials, the rest of the day is left for self-study until school finishes at 17:45.
THE COMPLETE LEARNING PROCESS

Before you arrive...
Every Legal English client receives a Pre-Course Information document, which asks for details about what teaching clients need and also what their expected outcomes are from their tailor-made English course.

The information provided by the client is used to select the very best possible team of tutors for them. Sometimes, it is necessary to arrange a telephone or online interview before the course starts to help clarify certain details.

Once tutors have been assigned to a client, they immediately begin planning for the classes before the client even arrives in the school to ensure maximum efficiency.

After you leave...
At Oxford Elite Tuition, we understand the importance of a continual learning process, especially with languages. That is why clients are supported after the completion of the course, so they can gain the maximum from their learning experiences. The best way to keep learning is to keep practising, rather than letting that learning disappear. Oxford Elite Tuition supports clients so that practise becomes built into your normal routines and lifestyle, rather than it being a chore.

Oxford Elite Tuition offers distance-learning courses using Skype to deliver lessons over the internet at times that are convenient to you. These lessons via Skype will always be with the same tutors so clients are able to build a successful teaching and learning relationship. The tutors will understand the client’s individual learning needs, and will adapt lessons accordingly.

Clients can rest assured that before, during and after their language course, Oxford Elite Tuition will be there to support them, and help them gain the most possible from their language learning.
APPLY NOW

Choose from one of the options below to book your place on this course:

1 Apply Online
Visit our website at [http://www.oxfordelite.com/apply-online](http://www.oxfordelite.com/apply-online) to book online securely. This is the preferred way for us to process your application.

2 Telephone
Call us on +44 208 1234 782 and your Personal Assistant will talk you through the application.

ANY QUESTIONS?

Please browse our Frequently Asked Questions on our website:


Alternatively, please don’t hesitate to contact us via phone or email and we will be delighted to assist you.

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