

Case study 2: Environmental law page 92

	Reading	Listening	Writing and Speaking	Language
Unit 1 The practice of law page 8	A Bodies of law B The adversarial and inquisitorial systems C Types of law D Types of court E Persons in court F Legal Latin	A Documents in court B Lawyers C Legal education D Law-firm structure E Practice areas F Law-firm culture	Speaking A Explaining what a law says B Civil-court systems C Legal education D Describing a law firm	
Unit 2 Company law: company formation and management page 20	A Introduction to company law B A memorandum of association C Russian entity formation D Corporate governance	A Company formation B Forming a business in the UK	Writing A letter of advice Speaking An informal presentation: a type of company	Key terms: Roles in company management Language use: Shall and may Text analysis: A letter of advice
Unit 2 Language fo	cus page 32			7.0
Unit 3 Company law: capitalisation page 34	A Introduction to company capitalisation B Shareholders and supervisory boards C New legislation – share capital development in Bulgaria	A A rights issue B Plain language	Writing Summarising Speaking Paraphrasing and expressing opinions	Key terms: Shares Language use A: Contrasting information Language use B: Common collocations (verb plus noun) Text analysis: Understanding legalese
Unit 3 Language fo	cus page 46)	
Unit 4 Company law: fundamental changes in a company page 48	A Introduction to changes in companies B Spin-offs C The minutes of a meeting D Shareholder rights	A Explaining legal aspects of an acquisition B A checklist	Writing Standard phrases for opening and closing letters and emails Speaking Presenting a spin-off	Key terms: Opposing concepts in company law Text analysis: Beginning a presentation Language use A: Explaining a procedure Language use B: Collocations
Unit 4 Language fo				
Case study 1: Comp				
Unit 5 Contracts: contract formation page 64	A Introduction to contract formation B A covenant C Adapting a contract template	A Negotiating B Contract negotiation	Writing A An informative memo B Adapting a contract template Speaking A Paraphrasing clauses B Negotiating an agreement	Key terms: Defences to contract formation Text analysis: Understanding contracts Language use A: Giving emphasis Language use B: Negotiating expressions Language use C: Adverbs
Unit 5 Language fo	cus page 76			
Unit 6 Contracts: remedles page 78	A Introduction to contract remedies B Liquidated damages C Understanding contract clauses D Types of breach	A A Danish remedy B Remedies	Writing Follow-up correspondence to a client Speaking A Contract remedies B Interviewing a client	Key terms: Types of damages Language use A: Talking about court actions and rulings Language use B: Using repetition to aid understanding Text analysis: Initial interview with a client

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Unit 7 Contracts: assignment and third-party rights page 94	A Introduction to contract assignation B Understanding contract clauses C A follow-up email D A closing argument E Keeping informed	A Preparing a lawsuit and developing an argument B A closing argument	Writing A memo giving advice Speaking A Explaining third-party rights B Emphatic stress C Discussing and evaluating sources of information	Key terms: Contracts Language use A: Nouns ending in -or and -ee Language use B: Verb + -ing form Text analysis: Persuasive writing and speaking Language use C: Phrases referring to evidence Language use D: Informal style
Unit 7 Language fo	cus page 106			
Unit 8 Employment law page 108	A Introduction to employment law B A sex-discrimination case C A justified dismissal D Unfair dismissal	A An employment tribunal claim B Liability risks	Writing A Attachments and formality B Advising on advantages and disadvantages in an email Speaking Agreeing and disagreeing	Key terms: Employment Language use A: Expressing an opinion, agreeing and disagreeing Language use B: Participle clauses with -ing
Unit 8 Language fo	cus page 120			
Unit 9 Sale of goods page 122	A Introduction to sale of goods legislation B Retention of title	A Legal writing seminar on drafting clauses B A case brief	Writing and Speaking Presenting a case brief	Key terms: Sale of goods Language use A: Terms and conditions of sale Text analysis: A case brief Language use B: Talking about corresponding laws and institutions
Unit 9 Language fo	cus page 132	d.	Jr.	
Case study 3: Conti	act law page 134			which most phenology in pro-
Unit 10 Real property law page 136	A Introduction to property law B A law firm's practice areas C Understanding a lease or tenancy agreement D A case review E A reference email	A Easements B Buying a house in Spain	Writing A Describing a firm's practice areas B Summarising and requesting Speaking A An aspect of real property law B A case discussion	Key terms: Parties referred to in real property law Language use A: Contrasting ideas Language use B: Classifying and distinguishing types or categories Language use C: Giving a presentation – structuring and signalling transitions
Unit 10 Language f	ocus page 148			
Unit 11 Intellectual property page 150	A Introduction to intellectual property B The State Street case C Business method patents D Trade-mark statutes	A Training of junior lawyers B Discussing issues – copyright and fair use	Writing Notes for a case brief Writing and Speaking Paraphrasing in plain language Speaking Phrases for discussions	Key terms: Intellectual property Text analysis: Discourse markers as sentence openers
Unit 11 Language fo	ocus page 162			
Unit ii Language ii	ocus page 102			

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Unit 12 Negotiable instruments page 166	A Introduction to negotiable instruments B A promissory note C Legislation governing electronic negotiable instruments	A Drafting a promissory note B Advice from a senior partner	Writing A Summarising requirements B Providing advice and making suggestions Speaking A Describing the legal situation: usury B Explaining ideas to a client	Key terms: Negotiable instruments Language use: Making suggestions and recommendations
Unit 12 Language fo	ocus page 176			
Unit 13 Secured transactions page 178	A Introduction to secured transactions B A security agreement C A seminar on revised legislation D An internal email E An unsettled area of the law	A Creating a security interest B Intellectual property in secured transactions	Writing A polite refusal Speaking Requesting and presenting information	Key terms: Comparing and contrasting concepts Language use A: Anticipating events and planning contingencies Text analysis: Formality / Adverb-verb collocations Language use B: Requesting information
Unit 13 Language fo	ocus page 190			
Unit 14 Debtor-creditor page 192	A Introduction to debtor-creditor B Statutes governing attachment C A career as an insolvency practitioner D Job opportunities in insolvency E Making a case	A Protecting assets from judicial liens B A job interview	Writing A A covering letter B A thank-you note Speaking A Discussing insolvency work B A job interview C Discussion on restructuring	Key terms: Types of lien Text analysis: A covering letter
Unit 14 Language fo	ocus page 204		1	
Case study 5: Trans	national insolvency lav	v page 206		
Unit 15 Competition law page 208	A Introduction to competition law B Anti-competitive activities and antitrust measures C A cartel case in China D Report on changes in merger regulation	A Advising on competition law risks B Merger control	Writing A Using passive constructions B A proposal C An informative email Speaking Giving opinions: a competition-law case	Key terms: Anti-competitive activity Language use: Warning a clien of risks Text analysis: A proposal
Unit 15 Language fo	ocus page 220			
Unit 16 Transnational commercial law page 222	A Introduction to transnational commercial law B Conflict of laws in private international law C An article from the CMR	A Drafting arbitration clauses B A cross-border dispute	Writing A Planning the contents and structure of a letter B Textual transformation Speaking A short presentation	Key terms: Terms from transnational commercial law Text analysis: Cohesion
Unit 16 Language fo	ocus page 232			
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