

English Language Teaching Framework

Business and Legal English 2 Level C1 Full time studies Long-cycle studies

Course duration: 2 semesters - 60 teaching hours (2 x 30)

Starting level: C1

Target level: C1+

Preliminary assumptions:

- ✓ The course is based on the assumption that students successfully completed Course 1 in Business and Legal English, level C1.
- ✓ The course introduces and develops students' professional competence in their field of specialization, that is law and business (e.g. managing crisis, managing risk, investment, taxation, intellectual property protection, property law).
- ✓ During the whole course students are expected to develop and improve, both receptive skills, such as listening and reading, and productive ones - speaking and writing by being exposed to articles, recordings, videos, podcasts and case studies set in business and legal context.
- ✓ During the course students also develop language skills needed for academic purposes, such as reading, understanding and analyzing different materials and resources in a diagnostic way.
- ✓ During the course the teacher uses every opportunity to encourage discussions and communication, with much emphasis put on soft skills and business skills, such as negotiations.
- ✓ Having completed the course students should be able not only to comprehend the concepts related to business and/or legal areas, but also to apply them in the whole process of communication, both oral and written.
- ✓ The course explores the following business writing genres: memos, circular letters/e-mails and taking notes. Appropriate registers, formats and conventions are examined to ensure the students' competence in communicating effectively in business contexts.
- ✓ The teacher plays the role of an organizer, facilitator and a counselor of the whole process of teaching and learning. However, final learning outcomes depend on students' individual work during the course and their willingness to devote sufficient time to the process of learning.
- ✓ If students' initial knowledge and skills prevent them from effective participation in the course to achieve the intended learning outcomes at the C1 level, it is their responsibility to bridge the gap to meet the requirements set.

<p>1.Aims of the course</p>	<p>Aims of the course:</p> <ul style="list-style-type: none"> • to further develop students’ language skills • to develop communicative competencies in English • to improve vocabulary range and explore complex grammatical structures • to enable students to use English in academic, professional and business settings • to help present students’ personal viewpoint in speech and writing in a clear and coherent manner • to stimulate self-education learning strategies • to promote team work
<p>2.The content of the course:</p>	
<p>➤ Main topic areas</p>	<p>Semester I</p> <ul style="list-style-type: none"> • Investment: investment banking, types of investment • Decision making • Taxation • Tax law • Real Property Law: instruments and people in real property law, conveyancing, lease/tenancy agreement analysis of the contract • Business correspondence: formal vs. informal language: circular letters/ e-mails <p>Semester II</p> <ul style="list-style-type: none"> • Managing risk • Managing crisis/communicating in a crisis • Protecting intellectual property/remedies for infringement • Negotiations: strategies and tactics • Business correspondence: legal memo
<p>➤ Lexical and grammatical structures</p>	<p>Semester I</p> <ul style="list-style-type: none"> • Emphatic structures: inversion and reformulating • Investment jargon • Advising, suggesting, recommending • Decision making tools • Formal/informal style: synonyms • Forming adjectives with negative prefixes • Business correspondence: circular letters/emails <p>Semester II</p> <ul style="list-style-type: none"> • Perspective and stance expressions (ways of expressing opinion, attitude and evaluation through stance adverbials and prepositional phrases) • Crisis communication strategies - the use of alliteration and analogy • Vocabulary related to e-crimes/cybercrimes

	<ul style="list-style-type: none"> • Copyright, intellectual property protection, remedies for infringement • Language of negotiations: negotiation stages, characteristics of a good negotiator, techniques, strategies and styles, grammar of diplomacy • Business correspondence: legal memo
<ul style="list-style-type: none"> ➤ Language functions / ability to communicate 	<ul style="list-style-type: none"> • Giving feedback to peers • Expressing opinions and presenting arguments • Written and oral analysis of business and legal texts and recordings • Analysing and selecting information • Using professional language connected with students' field of studies • Using appropriate expressions to reject, bargain or accept proposals while negotiating • Preparing strategies before the process of negotiation • Creating a good rapport with the opposite party • Stating a position and exploring the partner's position • Bargaining, settling and concluding
<ul style="list-style-type: none"> ➤ Academic component 	<ul style="list-style-type: none"> • Reading for understanding and synthesizing information from texts • Active participation in typical academic settings: discussions, negotiations. • Finding, selecting and presenting information • Developing autonomy in learning

3.Expected learning outcomes

At the end of the course student:

- A. knows and understands the main ideas, facts and concepts that are included in the main topic areas of the course, as well as understands relationships between acquired knowledge and his/her field of specialization,
- B. is able to interact with a degree of fluency and spontaneity expected at the C1 level of English,
- C. is ready to participate in the business and legal environment actively, taking full responsibility for spoken and written communication he/she produces and assessing his/her progress.

<ul style="list-style-type: none"> ➤ Speaking 	<p>At the end of the course student:</p> <ul style="list-style-type: none"> - can express and discuss ideas on a range of professional topics related to the business and legal context in the areas covered during the course - can understand and use business and legal vocabulary and expressions introduced during the course - can negotiate effectively in English
<ul style="list-style-type: none"> ➤ Reading 	<p>At the end of the course student:</p> <ul style="list-style-type: none"> - can read, analyse and understand business and legal texts - can comment on the information provided - can recognize the line of argument in the treatment of the issue presented in a written material
<ul style="list-style-type: none"> ➤ Listening 	<p>At the end of the course student:</p> <ul style="list-style-type: none"> - can understand original interviews with experts working in business and legal environment - can select information and respond to questions about detail, meaning or gist

➤ Writing

At the end of the course student:

- can take notes while listening
- can write memos and circular letters/e-mails
- can differentiate between formal and informal styles

Main course book: A. Krois – Lindner, M. Firth: *Introduction to International Legal English* : Cambridge University Press

Supplementary materials:

- J. Allison, R. Appleby, E. de Chazal: *The Business 2.0 C1 Advanced*: Macmillan
- A. Frost: *English for Legal Professionals*: Oxford University Press
- A. Krois-Lindner and TransLegal: *International Legal English*: Cambridge University Press
- Teacher's own materials based on available resources, comprising information about their sources and copyrights.

Schemes of work - intended learning outcomes

Semester 1 (30 hours)

LISTENING

Students understand business and legal vocabulary used while discussing types of investment and investment banking.

Students can follow a discussion on the bank regulations as well as a decision-making process.

Students can follow extended discussion related to property law.

READING

Students can understand and analyse complex texts where stated opinions and implied points of view are discussed and new vocabulary is used concerning the following issues: investments, types of investment, documents related to real property law (e.g. tenancy agreement), taxation.

Students become familiar with specific vocabulary concerning investments, idiomatic phrases/investment jargon, key instruments and people in property law.

SPOKEN INTERACTION

Students can participate easily and appropriately in conversations while discussing business and/or legal issues such as various types of investments, problems related to lease/tenancy agreements.

Students can understand and exchange complex information and advice relating to establishing investment profiles, i.e. financial instruments, property, stocks and shares, etc.

SPOKEN PRODUCTION

Students can give a clear, well-structured presentation on a complex subject of investment profiles after having short interviews with their classmates. They can discuss various decision making tools using appropriate vocabulary.

They can also discuss types of taxes.

WRITTEN PRODUCTION

Students are able to produce a well-structured circular letter/email with a high degree of grammatical correctness and various technical vocabulary using the appropriate style.

STRATEGIES

Students can use a variety of appropriate expressions to express their remarks and points of view.

Students can monitor their speech and writing to make constant improvements.

Students can easily substitute unfamiliar words or phrases with others to keep their conversation going.

QUALITY OF LANGUAGE

Students possess a good command of vocabulary and expressions, which can help them indicate the manner of their agreement, certainty or concern.

Students possess a high degree of grammatical control both in speech and in writing.

Students can use the language flexibly adapting its style and register to the person they are talking/writing to.

Semester 2 (30 hours)

LISTENING

Students can identify different types of crisis situations and have some ideas on how to cope with them.

Students can generally understand everybody they listen to, though they may need to confirm some details, especially when it comes to some technical, complex topics such as dealing with problems related to copyrights.

Students can complete a draft of a copyright agreement with missing details while listening to a lawyer presenting it.

READING

Students can understand in detail lengthy, complex texts presenting risk management strategies and crisis management strategies.

Students can also comprehend articles on copyright litigation and copyrights agreements.

SPOKEN INTERACTION

Students can express themselves fluently adopting a level of formality appropriate to circumstances and their relationship to the person they are talking to, while they are, e.g. negotiating an exclusive copyright agreement or discussing possible risks facing a business and way of dealing with them.

SPOKEN PRODUCTION

Students can develop arguments systematically in well-structured speech, emphasizing their points of view and crucial arguments.

Students can participate in business negotiations using appropriate language functions (agreeing, disagreeing, bargaining, persuading, etc.), tone and register.

Students can summarise long, complex texts. They can also express and argue their points of view.

WRITTEN PRODUCTION

Students can express themselves with clarity and precision in correspondence.

They are familiar with the structure and layout of a legal memo and can produce a draft of such memo.

STRATEGIES

Students do not have to restrict themselves in what they want to say; if they cannot find one expression they can substitute it with another.

Students can correct their oral and/or written mistakes on their own or with some help of the teacher.

QUALITY OF LANGUAGE

Students can produce well-structured speech and writing linking their ideas into a coherent text.

Students can formulate statements in a very precise manner using technical expressions fluently and appropriately.