

Book Series

REFLAME YOUR ENGLISH

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LEGAL ENGLISH

First edition

Publisher

Faculty of Philology, University of Montenegro Danila Bojovića bb, Nikšić
Montenegro

Reviewers

Elżbieta Gajek, University of Warsaw
Paulina Dwużnik, University of Warsaw

Proofreading xx

Design xx

Print xx

Circulation xx copies

The publication of this textbook was approved by the Editorial Committee of the Faculty of Philology of the University of Montenegro (decision no. xx, dated xx).

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ISBN

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Reflame Your English Series

Co-funded by the
Erasmus+ Programme
of the European Union



CBHE Project
"Reforming Foreign Languages
in Academia in Montenegro" –
ReFLAME

Preface

The textbook *Legal English* is an upper-intermediate to advanced level course intended primarily for classroom use for law students at the universities in Montenegro, but it can also be used by practicing lawyers and anyone interested in improving the skills and knowledge of legal English. The course combines the English for professional and English for academic purposes approach aiming at helping the end-user learn English primarily in a legal context with a brief introduction to learning in an academic context as well to cater for the needs of an increasing number of students who wish to take part in a student exchange mobility program.

The topics that the textbook covers were selected and prioritized based on the results of a needs analysis that was carried out among the students, law professors, and practicing lawyers in Montenegro. Apart from the expected need for learning about the different sources of EU law, a recurrent observation made by the practitioners was the need to explain provisions of the national legislation to foreign clients. Hence, this textbook abounds in both international and domestic authentic legal texts, a comparative and contrastive element often lacking in some of the well-known legal English textbooks.

The course aims to help students improve their abilities to read and understand legal texts in English, to increase their comprehension of spoken legal and academic English, to strengthen their speaking and presentation skills, and help them engage more effectively in a number of law-related discussions and interviews, to assist them in developing some basic writing skills necessary both for their studies and future profession (such as note-taking and the basics of contract drafting), and, generally, to enrich their legal English vocabulary. To this end, a number of authentic texts, audio, and video materials are used accompanied by a range of exercises enabling better comprehension of the topic and use of legal terms as well as encouraging students to take an active part in class discussions and conduct additional research on their own. We have not strived to uniform the spelling of the source materials as the intention was to expose the end-users to real-world materials as they are used in practice. Additionally, students are expected to occasionally compare their national and European legislation. Since there is a number of good grammar books available, this book does not feature a special section on grammar as it is envisaged that instructors can easily supplement the lessons with the available grammar material to meet the specific student needs, especially during the tutorial classes. This approach was used for designing similar textbooks in the region.

The book consists of six thematic units, each divided into lessons A and B making it overall twelve lessons corresponding to one semester. Each unit starts with a set of subject-related quotes and questions designed to spark a brief discussion and prepare students for the unit. Furthermore, this might help instructors get a general insight regarding the acquaintance of students with the topic and assist with lesson planning. Typically, lessons end with a follow-up activity designed for extended speaking and reading. With an advanced group, these can

be used during the classes otherwise they can serve as a homework assignment. Each unit ends with a brief unit review.

The book has a *Readings* section featuring authentic legal texts for extended reading and speaking accompanying the lessons. To help students prepare the course tasks, there are three annexes: a) the guidelines for preparing a CV in Europass format and a motivation letter to be used for a mobility application or job application process, b) the guidelines for preparing and delivering a presentation in English, a typical requirement for many English language courses, and c) a bilingual English-Montenegrin Glossary designed as a supplement to facilitate understanding of most of the legal terms used in the book.

A special *thank you* goes to the reviewers, my colleagues, and especially my students whose comments and feedback provided an important insight and guidance for writing this textbook. It is our hope that its' users will benefit both personally and professionally from the materials presented here and that the learning process will be an inspiring, challenging, and enjoyable experience.

Petar Božović

To my loving family

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UNIT 1

THE STUDY OF LAW

In this unit you will:

- Learn the vocabulary related to university studies and the legal profession
- Learn about the mobility exchange programs
- Learn how to prepare a CV in Europass format and a motivation letter
- Learn about the main features of legal English
- Practice note-taking in academic contexts

Lead-in

Choose one of the given quotes and discuss it.

1. "The law is a profession of words." – David Mellinkoff
2. "Make crime pay. Become a lawyer." – Will Rogers
3. "The remedy for speech that is false is speech that is true. This is the ordinary course in a free society. The response to the unreasonable is the rational. To the uninformed, the enlightened. To the straight-out lie, the simple truth."
– Supreme Court Justice Anthony Kennedy

Discuss the following questions.

1. Why did you choose to study law?
2. What skills and strengths do you need to be a successful lawyer?
3. What makes a good student of law?

1A: The Study of Law

Vocabulary: legal education and profession

Reading: Erasmus+

Video: Erasmus+: Opening doors to new careers

Writing: Europass CV and motivation letter

Task 1. Discuss the meaning of the given words with your professor and fill in the gaps in the sentences below using the correct word from the box. Change the form if necessary. Sometimes more than one answer is possible.

degree	campus	Bachelor's degree	college	curriculum	department
	dean	vice-dean	distance learning	enroll	exam
faculty (US vs. UK)	freshman	graduate	lecture	lecturer	major
minor	Master's	matriculate	moot court competitions	pass	Ph.D.
postgraduate (N/ADJ)	quiz	seminar	student loan	syllabus	term
thesis	tutorial	to proctor/invigilate an exam	midterm exam	makeup exam	
school (US)	core	elective	portfolio	assessment	assignment
		bar examination	undergraduate		

1. How many high school graduates _____ in Legal English course?
2. The summer _____ was very short and the teacher didn't manage to cover the whole _____.
3. She got a degree in history last year, and now she's doing a _____ course.
4. This class is an _____, and so I chose it even though I didn't have to.
5. It's the seventh week of semester and Alison has a Roman law _____ next week. In case she doesn't do well, she will have another chance as the _____ is in three weeks.
6. Students will have to prepare a _____ of their written work for this course which includes their CV, motivation letter and seminar paper.
7. A _____ examination is an examination that a lawyer must _____ in order to become licensed to practice law.
8. Effective participation requires regular attendance and completion of homework _____.
9. Professor Blair is giving a series of _____ on company law.
10. Cecil _____ at Trinity College, Oxford, on 16 July 2009 but did not proceed to a degree.



Task 2. Match the given degrees in law with the explanations given below. Which degree would you like to pursue?

MCL LLB LLM LLD

Master of Laws (Lat. Legum Magister)

Master of Corporate Law

Doctor of Laws (Lat. Legum Doctor)

Bachelor of Laws

Task 3. a) Discuss the following questions.

1. Do you know what is a “mobility program”?
2. Would you like to spend a term or the whole academic year at a foreign university?
3. Do you know anyone who has taken part in a mobility program? How was the experience?
4. Do you know any mobility programs which are available to students? Are you familiar with any eligibility criteria?

b) Read the following article on an EU student exchange program called Erasmus+ and answer the questions below.

Erasmus+

Studying abroad is a central part of Erasmus+ and has been shown to have a positive effect on later job prospects. It is also an opportunity to improve language skills, gain self-confidence and independence and immerse yourself in a new culture. Erasmus+ also offers the chance to combine studying abroad with a traineeship. Opportunities are available for students at Bachelor, Master or Doctoral levels.



Your study period abroad can last from a minimum of **3 months** (or 1 academic term or trimester) to a maximum of **12 months**. You can benefit of an exchange abroad with

Erasmus+ multiple times, either as a student or as a trainee, but your total time abroad (study abroad periods included) may not exceed **12 months** within one cycle of study.

You may receive an **Erasmus+ grant** as a contribution to your travel and subsistence costs. It may vary according to differences in living costs between your country and the destination country, the number of students applying for a grant, the distance between countries and the availability of other grants.

After the study abroad period the receiving higher education institution must provide you and your sending institution with a transcript of records confirming that the agreed programme has been completed and acknowledge the results. Your higher education institution must recognise the credits (using ECTS credits or an equivalent system) as agreed in the Learning Agreement before the mobility and count them towards your degree, without any further requirements.

You can apply through the international or Erasmus+ office of your higher education institution. You should be selected by your sending higher education institution in a fair and transparent way. For more information, check the website of your university.

1. What is Erasmus+?
2. What is the duration of the mobility period?
3. What financial support is available for students to take part in Erasmus+ mobility?
4. How is academic recognition organized?
5. How can you apply?
6. How might you benefit from an Erasmus+ experience?

Erasmus+: Opening doors to new careers

Task 4. V1.1. Watch the interview with Brechje Schwachofer, Ambassador of the Netherlands to Cyprus, on how her Erasmus exchange helped her to pursue a career in the Dutch Foreign Service. After watching the video, answer the questions below.



1. How early did she know she wanted to become a diplomat?
2. Where did she work before coming to Cyprus?
3. What did her work involve there?
4. Which aspect of her job does she find particularly stimulating?
5. How has Erasmus mobility prepared her for her career?
6. How might you benefit from Erasmus mobility?

Task 5. Match the legal professions in the box to the corresponding definitions. Which profession would you like to pursue and why? What area of law would you like to specialize in?

Solicitor	1) These professionals usually specialize in an area of law but may not practice without the support of a qualified lawyer
Barrister	2) In the US, this is a term for qualified lawyers
Paralegal	3) A lawyer that provides legal advice and assistance, but does not have rights of audience in the higher courts, in other words, they are not allowed to present the case in court. They are only allowed to plead for a client in the lower courts, although it is far more common for a barrister to plead and for this lawyer to instruct the barrister
Arbitrator	4) This is a professional in the field of law who defends someone in a law court. Different countries' legal systems use the term with somewhat differing meanings. The broad equivalent in many English law-based jurisdictions could be a barrister.
Legal executive	5) (UK) a lawyer that is allowed to plead for a client in the lower and higher courts
Attorney-at-law	6) A person authorized by the state to conduct limited legal functions, such as authenticating signatures and certifying documents
Advocate	7) One who conducts arbitration and serves as a judge who conducts a "mini-trial," somewhat less formally than a court trial. In most cases, the arbitrator is an attorney, either alone or as part of a panel
Notary	8) These professionals help lawyers in their legal work and perform some of the same tasks. They generally have some form of specialized legal training. Their tasks may include studying the facts of the case, researching legal articles, or preparing for trials. They are also referred to as legal assistants

Follow-up

Creating a Europass CV



Task 6. Study the procedure of creating a Europass CV and writing a motivation letter which you can use for your mobility, scholarship, and job applications found in Appendix 1.

Europass CV and motivation letter

The Europass CV

What is Europass?

Europass refers to the initiative launched by the Directorate-General for Education and Culture of the EU to increase the transparency of qualification and mobility of citizens in Europe. It aims to make a person's skills and qualifications clearly understood throughout Europe (including the European Union, European Economic Area, and EU candidate countries). Europass also refers to a set of online tools and information that helps you manage every step of your learning and career. The tools and information support you in communicating your skills, qualifications, and experiences clearly and consistently across Europe. The European Commission developed Europass.



The best-known CV format in Europe

The Europass CV is one of the best-known CV formats in Europe. It is easy-to-use and familiar to employers and education institutions.

You will first have to create your Europass profile with information on your education, training, work experience, and skills. After you complete your Europass profile, you can create as many CVs as you want with just a few clicks. Just select which information you want to include, pick your favorite design, and Europass will do the rest.

You can create, store and share CVs in 29 languages. You can download your Europass CV, store it in your Europass Library share it with employers, with EURES, or other job boards.

How to create a good CV

Remember that your CV is your first opportunity to communicate your skills and experiences to a future employer. It is a snapshot of who you are, your skills, your educational background, work experiences, and other achievements.

1. Present your experience clearly
Highlight examples of your skills and experiences matching the job you are applying for. Pay close attention to the details published in the vacancy notice.
2. Tailor your CV
Make sure you update the 'About Me' section to highlight why you are the best person for the job. Do not include a full detailed history. Focus on facts and main points that match the job you have in mind.
3. Make it readable
Make sure your CV is easy to read. Use clear and simple language. Use strong verbs (e.g. 'managed', 'developed', 'increased').
4. Use reverse chronological order

Always list the most recent experience on the top followed by previous ones. In case of long gaps in working or learning, include an explanation.

5. Polish and fine-tune

Check for spelling and grammar mistakes, provide a professional e-mail address, and add a professional photograph of yourself.

Your Europass profile

Your Europass profile is the place to keep a record of all your skills, qualifications, and experiences. If you keep your Europass profile up-to-date then you will always have all the information you need to create tailored CVs and job applications quickly.

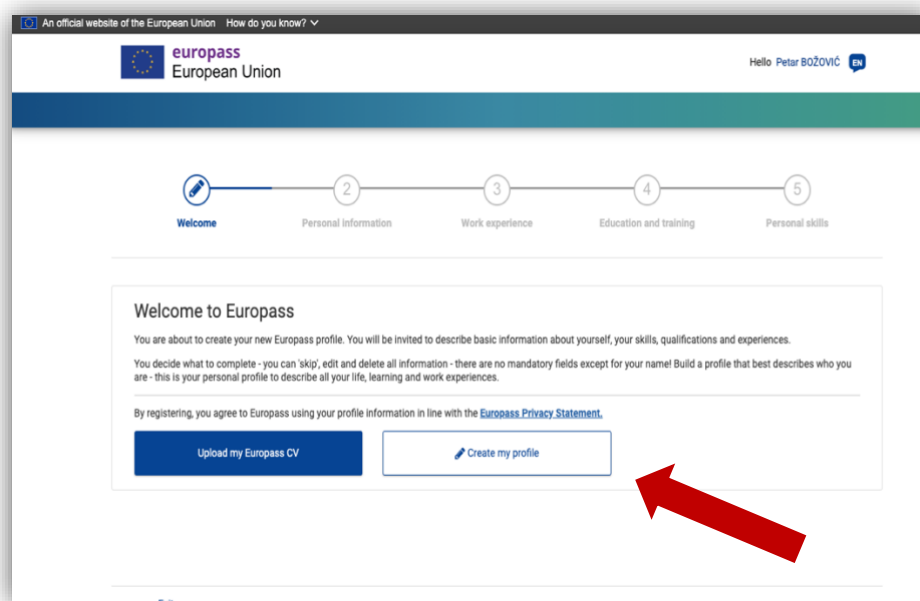
Wishing you a successful application process!

Important links:

OPTION 1: Creating your Europass CV online

1. First, create your Europass profile at

<https://europa.eu/europass/eportfolio/screen/profile-wizard?lang=en>

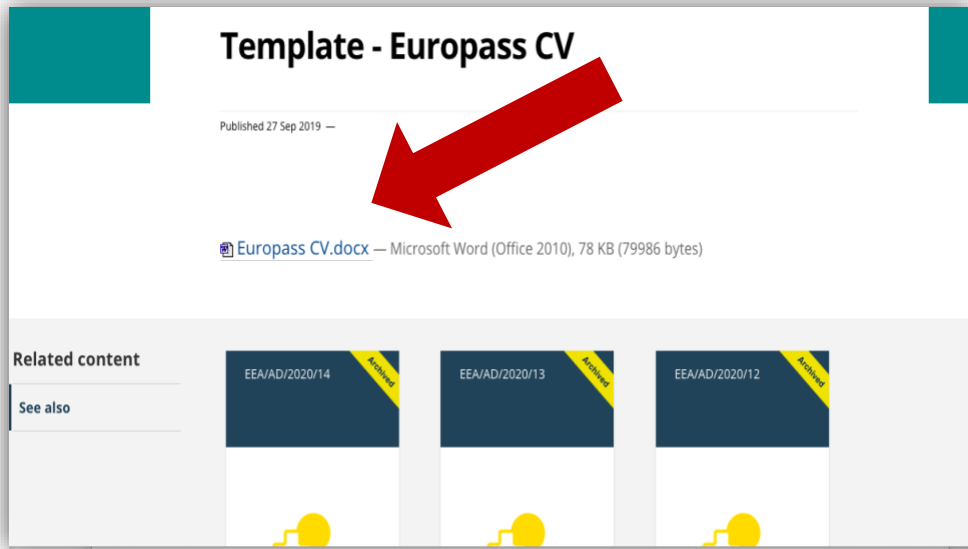


2. You will have to register by creating your own account. This will enable you to use the entered information whenever you wish.
3. Once you have registered successfully, choose the option „Create my profile“
4. Once you create your profile, you can proceed with the creation of your CV.

OPTION 2: Creating your CV from a Europass template

Another possibility is to use the ready-made Europass CV template and fill it in with the information about you. You can download the template by following this link:

<https://www.eea.europa.eu/about-us/jobs/template-europass-cv/view>



This is how the template might look like:

The image displays two pages of the Europass CV template form. The left page (Page 1/2) contains the following sections:

- PERSONAL INFORMATION:** Includes fields for name, address, telephone, mobile, email, website, IM service, and sex. A red arrow points to the name field.
- JOB APPLIED FOR / POSITION PREFERRED / JOB STUDIES APPLIED FOR:** A field for the preferred job or position.
- WORK EXPERIENCE:** A table for listing work experience with columns for dates, occupation, and responsibilities.
- EDUCATION AND TRAINING:** A table for listing education and training with columns for dates, qualification, and subjects.
- PERSONAL SKILLS:** A section for listing personal skills, including a table for language skills (Understanding and Speaking) and communication skills.
- Organisational / managerial skills:** A field for listing organisational or managerial skills.

The right page (Page 2/2) contains the following sections:

- Job-related skills:** A field for listing job-related skills.
- Computer skills:** A field for listing computer skills.
- Other skills:** A field for listing other relevant skills.
- Driving licence:** A field for listing driving licence categories.
- ADDITIONAL INFORMATION:** A section for listing publications, presentations, projects, conferences, seminars, honours and awards, memberships, and references.

Both pages include the Europass logo and the text 'Curriculum Vitae' and 'Replace with First name(s) Surname(s)'.