

GMAT.cz ILEC (International Legal English Certificate) Preparation Course Syllabus

[Lesson Numbers	Overview of Lesson Plan	Key Content Covered
1&2	<ul style="list-style-type: none"> • An introduction to ILEC (Cambridge University Press) • Handing over Cambridge University Press course book and GMAT.cz Package • Introducing the idea of the skills to be developed • Answering general questions from the student. • Introduction to memory improvement techniques 	<ul style="list-style-type: none"> • ILEC introduction • Cambridge University Press course book and GMAT.cz Package • Basic exam structure review • Areas of legal English covered • Law vs. Language • Overview of course structure & aims • Explanation of amount of self-study needed in conjunction with class reviews • Home assignment: Become familiar with the book and the different sections, including the sample exam papers in the back.
3-6	<ul style="list-style-type: none"> • Review of Home Assignment • Monitor vocabulary log • ILEC (Cambridge University Press) unit 1 topic: "The Practice of Law" 	<ul style="list-style-type: none"> • Reading <ul style="list-style-type: none"> ○ Bodies of law ○ Types of laws ○ Legal education: A call to the bar ○ A lawyer's CV • Listening <ul style="list-style-type: none"> ○ Documents in court ○ Lawyers ○ Law firm structure ○ Practice areas ○ Law firm culture • Speaking <ul style="list-style-type: none"> ○ Explaining what a law says ○ Civil court systems ○ Describing a law firm • Language <ul style="list-style-type: none"> ○ Types of courts ○ Persons in court ○ Legal Latin

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7-10	<ul style="list-style-type: none"> • Review of Home Assignment • Monitor vocabulary log • ILEC (Cambridge University Press) unit 2 topic: "Company Law: company formation and management" 	<ul style="list-style-type: none"> • Reading <ul style="list-style-type: none"> ○ Introduction to company law ○ Memorandum of association ○ Limited liability partnership bill ○ Corporate governance • Listening <ul style="list-style-type: none"> ○ Company formation ○ Forming a business in the UK • Writing <ul style="list-style-type: none"> ○ A letter of advice • Speaking <ul style="list-style-type: none"> ○ Informal presentation: a type of company • Language <ul style="list-style-type: none"> ○ Key terms: roles in company management
11-14	<ul style="list-style-type: none"> • Review of Home Assignment • Monitor vocabulary log • ILEC (Cambridge University Press) unit 3 topic: "Company Law: capitalisation" 	<ul style="list-style-type: none"> • Reading <ul style="list-style-type: none"> ○ Introduction to company capitalisation ○ Shareholders and supervisory boards ○ New legislation • Listening <ul style="list-style-type: none"> ○ A rights issue ○ Plain language • Writing <ul style="list-style-type: none"> ○ Summarising • Speaking <ul style="list-style-type: none"> ○ Paraphrasing and expressing opinions • Language <ul style="list-style-type: none"> ○ Key terms: shares ○ Language use 1: contrasting information ○ Language use 2: common collocations (verb + noun)

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		<ul style="list-style-type: none"> ○ Text analysis: understanding legalese
15-18	<ul style="list-style-type: none"> • Review of Home Assignment • Monitor vocabulary log • ILEC (Cambridge University Press) unit 4 topic: "Company Law: fundamental changes in a company" 	<ul style="list-style-type: none"> • Reading <ul style="list-style-type: none"> ○ Introduction to changes in companies ○ Spin-offs ○ The minutes of a meeting ○ Shareholder rights • Listening <ul style="list-style-type: none"> ○ Explaining legal aspects of an acquisition ○ A checklist • Writing <ul style="list-style-type: none"> ○ Standard phrases for opening and closing letters and emails • Speaking <ul style="list-style-type: none"> ○ Presenting a spin-off • Language <ul style="list-style-type: none"> ○ Key terms: opposing concepts in company law ○ Text analysis: beginning a presentation ○ Language use 1: explaining a procedure ○ Language use 2: collocations
19-22	<ul style="list-style-type: none"> • Review of Home Assignment • Monitor vocabulary log • ILEC (Cambridge University Press) unit 5 topic: "Contracts: contract formation" 	<ul style="list-style-type: none"> • Reading <ul style="list-style-type: none"> ○ Introduction to contract formation ○ A covenant ○ E-contracts • Listening <ul style="list-style-type: none"> ○ Negotiating ○ Contract negotiation • Writing <ul style="list-style-type: none"> ○ An informative memo • Speaking <ul style="list-style-type: none"> ○ Paraphrasing clauses

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		<ul style="list-style-type: none"> ○ Role-play: negotiating an agreement • Language ○ Key terms: defences to contract formation ○ Text analysis: understanding contracts ○ Language use 1: giving emphasis ○ Language use 2: negotiating expressions ○ Language use 3: adverbs
23-26	<ul style="list-style-type: none"> • Review of Home Assignment • Monitor vocabulary log • ILEC (Cambridge University Press) unit 6 topic: "Contracts: remedies" 	<ul style="list-style-type: none"> • Reading <ul style="list-style-type: none"> ○ Introduction to contract remedies ○ Liquidated damages ○ Understanding contract clauses ○ Types of breach • Listening <ul style="list-style-type: none"> ○ A Danish remedy ○ remedies • Writing <ul style="list-style-type: none"> ○ Follow-up correspondence to a client • Speaking <ul style="list-style-type: none"> ○ Presentation: contract remedies ○ Initial interview with a client • Language <ul style="list-style-type: none"> ○ Key terms: types of damages ○ Text analysis: initial interview with a client ○ Language use 1: talking about court actions and rulings ○ Language use 2: using repetition to aid understanding
27-30	<ul style="list-style-type: none"> • Review of Home Assignment • Monitor vocabulary log • ILEC (Cambridge University Press) unit 7 topic: "Contracts: assignment & third-party rights" 	<ul style="list-style-type: none"> • Reading <ul style="list-style-type: none"> ○ Introduction to contract assignment ○ Understanding contract clauses ○ Follow-up emails ○ A closing argument ○ Keeping informed

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		<ul style="list-style-type: none"> • Listening <ul style="list-style-type: none"> ○ Preparing a lawsuit and developing an argument ○ A closing argument • Writing <ul style="list-style-type: none"> ○ Memo giving advice • Speaking <ul style="list-style-type: none"> ○ Explaining 3rd-party rights ○ Emphatic stress ○ Discussing and evaluating sources of information • Language <ul style="list-style-type: none"> ○ Key terms: Contracts ○ Text analysis: Persuasive writing and speaking ○ Language use 1: Nouns ending in <i>-or</i> and <i>-ee</i> ○ Language use 2: Verb +ing form ○ Language use 3: Phrases referring to evidence
31-34	<ul style="list-style-type: none"> • Review of Home Assignment • Monitor vocabulary log • ILEC (Cambridge University Press) unit 8 topic: "Employment Law" 	<ul style="list-style-type: none"> • Reading <ul style="list-style-type: none"> ○ Introduction to employment law ○ EU directives on employment ○ A sex discrimination case ○ Unfair dismissal • Listening <ul style="list-style-type: none"> ○ An employment tribunal claim ○ Liability risks • Writing <ul style="list-style-type: none"> ○ Attachments and formality ○ Advising on advantages and disadvantages in an email • Speaking <ul style="list-style-type: none"> ○ Agreeing and disagreeing • Language

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		<ul style="list-style-type: none"> ○ Key terms: Employment ○ Language use: Expressing an opinion, agreeing and disagreeing
35-38	<ul style="list-style-type: none"> • Review of Home Assignment • Monitor vocabulary log • ILEC (Cambridge University Press) unit 9 topic: "Sale of Goods" 	<ul style="list-style-type: none"> • Reading <ul style="list-style-type: none"> ○ Introduction to sale of goods legislation ○ Retention of title • Listening <ul style="list-style-type: none"> ○ Legal writing seminar on drafting clauses ○ A case brief • Writing <ul style="list-style-type: none"> ○ A case brief • Speaking <ul style="list-style-type: none"> ○ A case brief • Language <ul style="list-style-type: none"> ○ Key terms: Sale of goods ○ Text analysis: A case brief ○ Language use 1: Terms and conditions of sale ○ Language use 2: Talking about corresponding laws and institutions
39-42	<ul style="list-style-type: none"> • Review of Home Assignment • Monitor vocabulary log • ILEC (Cambridge University Press) unit 10 topic: "Real Property Law" 	<ul style="list-style-type: none"> • Reading <ul style="list-style-type: none"> ○ Introduction to property law ○ A law firm's practice areas ○ Understanding a lease or tenancy agreement ○ Case review

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		<ul style="list-style-type: none"> ○ Reference email • Listening <ul style="list-style-type: none"> ○ Easements ○ Buying a house in Spain • Writing <ul style="list-style-type: none"> ○ Describing a firm's practice areas ○ Summarising and requesting • Speaking <ul style="list-style-type: none"> ○ Presentation: an aspect of real property law ○ Case discussion • Language <ul style="list-style-type: none"> ○ Key terms: parties referred to in real property law ○ Language use 1: Contrasting ideas ○ Language use 2: Classifying and distinguishing types or categories ○ Language use 3: Giving a presentation – structuring and signalling transitions
43-46	<ul style="list-style-type: none"> • Review of Home Assignment • Monitor vocabulary log • ILEC (Cambridge University Press) unit 11 topic: "Intellectual Property" 	<ul style="list-style-type: none"> • Reading <ul style="list-style-type: none"> ○ Introduction to intellectual property ○ The State Street case ○ Business method patents ○ Trade-mark statutes • Listening <ul style="list-style-type: none"> ○ Training of junior lawyers ○ Discussing issues – copyright and fair use • Writing <ul style="list-style-type: none"> ○ Notes for a case brief ○ Paraphrasing in plain language • Speaking <ul style="list-style-type: none"> ○ Paraphrasing in plain language ○ Phrases for discussions

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		<ul style="list-style-type: none"> • Language <ul style="list-style-type: none"> ○ Key terms: intellectual property ○ Text analysis: discourse markers as sentence openers
47-50	<ul style="list-style-type: none"> • Review of Home Assignment • Monitor vocabulary log • ILEC (Cambridge University Press) unit 12 topic: "Negotiable Instruments" 	<ul style="list-style-type: none"> • Reading <ul style="list-style-type: none"> ○ Introduction to negotiable instruments ○ Promissory note ○ Legislation governing electronic negotiable instruments • Listening <ul style="list-style-type: none"> ○ Drafting a promissory note ○ Advice from a senior partner • Writing <ul style="list-style-type: none"> ○ Summarising requirements ○ Providing advice and making suggestions • Speaking <ul style="list-style-type: none"> ○ Describing the legal situation: usury ○ Explaining ideas to a client • Language <ul style="list-style-type: none"> ○ Key terms: negotiable instruments ○ Language use: Making suggestions and recommendations
51-54	<ul style="list-style-type: none"> • Review of Home Assignment • Monitor vocabulary log • ILEC (Cambridge University Press) unit 13 topic: "Secured Transactions" 	<ul style="list-style-type: none"> • Reading <ul style="list-style-type: none"> ○ Introduction to secured transactions ○ A security agreement ○ Seminar on revised legislation ○ Internal email ○ An unsettled area of the law • Listening <ul style="list-style-type: none"> ○ Creating a security interest ○ Intellectual property in secured

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		<p>transactions</p> <ul style="list-style-type: none"> • Writing <ul style="list-style-type: none"> ○ A polite refusal • Speaking <ul style="list-style-type: none"> ○ Requesting and presenting information • Language <ul style="list-style-type: none"> ○ Key terms: comparing and contrasting concepts ○ Text analysis: formality / adverb-verb collocations ○ Language use 1: anticipating events and planning contingencies ○ Language use 2: requesting information
55-58	<ul style="list-style-type: none"> • Review of Home Assignment • Monitor vocabulary log • ILEC (Cambridge University Press) unit 14 topic: "Debtor-creditor" 	<ul style="list-style-type: none"> • Reading <ul style="list-style-type: none"> ○ Introduction to debtor-creditor ○ Statutes governing attachment ○ A career as an insolvency practitioner ○ Job opportunities in insolvency ○ Making a case • Listening <ul style="list-style-type: none"> ○ Protecting assets from judicial liens ○ A job interview • Writing <ul style="list-style-type: none"> ○ A covering letter ○ A thank-you note • Speaking <ul style="list-style-type: none"> ○ Discussing insolvency work ○ A job interview ○ Discussion on restructuring • Language <ul style="list-style-type: none"> ○ Key terms: types of liens ○ Text analysis: a covering letter
59-62	<ul style="list-style-type: none"> • Review of Home Assignment • Monitor vocabulary log 	<ul style="list-style-type: none"> • Reading

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	<ul style="list-style-type: none"> • ILEC (Cambridge University Press) unit 15 topic: "Competition Law" 	<ul style="list-style-type: none"> ○ Introduction to competition law ○ Anti-competitive activities and antitrust measures in the EU ○ A high-profile antitrust case ○ Report on changes in merger regulation • Listening <ul style="list-style-type: none"> ○ Advising on competition law risks ○ Merger control • Writing <ul style="list-style-type: none"> ○ Using passive constructions ○ A proposal ○ An informative email • Speaking <ul style="list-style-type: none"> ○ Giving opinions: a competition law case • Language <ul style="list-style-type: none"> ○ Key terms: anti-competitive activity ○ Text analysis: a proposal ○ Language use: warning a client of risks
63-68	<ul style="list-style-type: none"> • Exam Focus 	<ul style="list-style-type: none"> • Exam Focus – detailed advice and tips for each part of each paper
69-80	<ul style="list-style-type: none"> • Past Papers and Practice Tests • Vocabulary Review • Troubleshooting Session 	<ul style="list-style-type: none"> • Past Papers and Practice Tests – intensive mock practice under timed conditions • Final review of key vocabulary • Troubleshooting session designed to clear up any final uncertainties or queries from the candidate

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N.B. Students will be given additional ILEC Sample Tests in the weekends leading up to the exam date. In addition, constant reference will be made to highlight the practical aspects of the course in regards to exam technique.