

*To discover new
seas you have to
lose sight of
familiar shores...*



A HIGHLY PRACTICAL FIVE DAY COURSE

WHO SHOULD ATTEND ?

TOLES Higher is aimed at candidates who have completed TOLES Foundation and are building their legal English skills at the same time as improving their general English.



EMG Associates is an
accredited examination
centre for TOLES



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LEGAL ENGLISH SKILLS - HIGHER

It's all about accuracy. You know a lot of legal vocabulary, but are you putting that vocabulary together properly? In contracts? In emails? In letters? Accuracy is as important as fluency to a law firm.

The TOLES Higher Legal English Skills course and examination is a logical progression from the TOLES Legal English Skills Foundation course and examination. TOLES Higher is based upon familiarity with and active use of the vocabulary introduced and tested at TOLES Foundation level.

The examination tests new skills that are appropriate at this intermediate level of learning legal English. TOLES Higher continues to encourage the ethos of learner independence that runs throughout the TOLES series.

It continues a step-by-step approach to studying and testing and promotes the skills and knowledge necessary to go on to the most demanding level of legal English at TOLES Advanced level. The examination has a strong focus upon the language of written contracts and accurate letter writing in that it is based on consultations with law firms as to candidates' true needs in the workplace. The exam includes a wider variety of tense and voice. Extracts from authentic legal documents are included and the focus now moves on to practical, accurate use of the legal vocabulary acquired at Foundation level.

PROGRAMME

Full five day programme

The Timetable is always flexible according to the academic needs and priorities of the delegates.

- Day 1
 - The legal profession
 - The language of Banking
 - The language of Contract Law

- Day 2
 - The language of Employment Law
 - The language of the Law of Tort
 - Understanding Contracts(1)

- Day 3
 - The language of Business Law
 - Modern letter writing
 - The language of Company Law

- Day 4
 - Understanding Contracts (2)
 - Letter writing clinic session
 - TOLES exam Foundation practice

- Day 5
 - Consolidation of the week
 - The TOLES Higher exam

Close of course

Grammatical accuracy within a legal context is assessed throughout the TOLES Higher examination.

On completion of the course, delegates will be in a better position to:

- Use fundamental vocabulary derived from specific areas of law;
- Understand the vocabulary needed to compare the legal profession and systems of England and the USA with their own;
- Increase their vocabulary needed to understand written contract;
- Appreciate the vocabulary essential to understanding oral contract;
- Gain more confidence in the use of accurate preposition in all areas of legal communication;
- Demonstrate reading comprehension skills within a legal context;
- Illustrate awareness of the formal style of written contracts;
- Avoid typical mistakes common to non-native speakers;
- Identify correct prepositions commonly used within a legal English framework;
- Appreciate the use of collocation in all areas of legal communication;
- Learn modern letter writing skills and gain more confidence in introductory drafting skills.

Our Strategy

Our strategy is based on personalised learning, where we aim to develop the competence and confidence of every delegate by actively engaging them in the course. Using case studies and practical examples, the delegates will be provided with a thorough grounding in this field and will gain the confidence needed to engage effectively in the global legal market.