

I. Key Legal Terms: Mastering Technical Legal English

I INTRODUCTION

1. Practising law
2. Terms and conditions
3. Do or make?
4. Recommend and suggest, the other side's lawyers
5. If or in case?
6. Law or the law?
7. Law, the adjectives derived from it
8. You must do this but you don't have to do that, singular or plural bodies
9. The Golden Rule
10. Counterpart counterparty counterfoil or countermand?

2 THE LAW

1. Sources of law
2. The reasons for passing new law
3. Who passes legislation – byelaws, authority and delegation
4. Binding cases, persuasive cases and cases that should be distinguished
5. Precedent, claimant or plaintiff, precautions predictions and previous
6. Fulfilling and complying with your obligations
7. Academic opinion, doctrine and jurisprudence
8. Do you codify or introduce law?
9. Looking after something for somebody
10. Restrictions, restraints, restrictive practices and restraining orders

3 CLIENTS

1. Law firms and hairdressers compared, service industries
2. AML, KYC, interest, interested in and interesting
3. Acting for, representing, advising and being instructed by
4. Dealing with and dealing in
5. Being satisfied
6. In theory and in practice, theoretically and practically
7. Participating
8. Transparent and opaque

9. Principled, priceless, professional and privileged communication
10. Worrying about the bill, frivolous and vexatious, billing terminology

4 THE PROFESSION

1. Audiences and advocates, submissions arguments and contentions
2. Lawyers – solicitors, barristers, judges and counsel
3. Partners, name partners, friends and falling out
4. Firms, different types of law firm, public and private
5. Sole practitioners and traders, the professions, business
6. Liability, professional indemnity insurance
7. Using your experience in a niche practice
8. The structure of law firms
9. Principles which guide you, principals and agents
10. Billing targets, quotas, profit shares and making budgets

5 THE STATE / THE AUTHORITIES

1. International comparisons, the United Kingdom
2. What the UK consists of and what it includes
3. Ex-presidents or former presidents?
4. Succeeding to a position / as a lawyer, successors in title, succession law
5. Immunity on different levels
6. The language of registration
7. The language of authority and the authorities
8. Eliciting confessions of illicit activity, whistle blowing
9. The government wants to improve things
10. Voting in general elections

6 GETTING STARTED

1. Starting to read law, optional subjects
2. Changing from a boring subject to an interesting one
3. More study - a Masters, a PhD
4. Trying to get a job
5. Graduating from university and qualifying as a lawyer
6. Being discreet and exercising discretion

7. Working overseas for a couple of years
8. The training you sometimes get
9. Going back home
10. Being a diligent trainee

7 WORK

1. Finding out about prospective employees, facts and detail
2. Getting to know your staff
3. Good teamwork
4. What many lawyers do
5. Talking about workload
6. Looking after your staff – or not
7. Making sure the work is good
8. Reading a document quickly
9. Advising a client, equine movement
10. Meeting a deadline

8 MONEY

1. Buying things
2. The dismal science
3. Making money
4. Not earning enough
5. Clearing funds
6. Increasing your fees
7. Lending criteria
8. A debtor struggles with its creditors
9. You owe me money and I owe you money
10. Above the market price

9 PROPERTY

1. Different types of ownership
2. Different types of property
3. Exchange and completion
4. Insurance

5. Renovating, refurbishing or redeveloping
6. Money in and money out – the importance of timing, leverage and ratios
7. Different ways of using possibility
8. Giving notice
9. Objecting to developments and overcoming the objections
10. Receiving documents, disbursing and reimbursing funds

10 DISPUTES

1. Ending disputes
2. Going to court
3. The types of disputes you deal with
4. What you're trying to get for your clients
5. The process of doing this
6. Winning a case
7. Preventing the loser avoiding paying
8. Giving evidence
9. Continuing the hearing
10. Appealing against an award

11 MEETINGS

1. Meetings, diaries and agendas
2. Different types of meeting
3. Different ways of voting
4. Going to, being at, attending and participating in meetings
5. Approving something later
6. Having enough people at the meeting
7. Making a record of meetings
8. The group meeting (1)
9. The group meeting (2)
10. Being late for a meeting

12 THE PHYSICAL ASPECTS

1. A new senior partner
2. Drugs
3. A personal injury lawyer speaks
4. Keeping fit
5. Strength
6. Being flat out
7. All at sea – shipping law
8. Different parts to a test
9. Implying and inferring including implied terms
10. I know the face but not the name

13 LANGUAGE and IDIOM

1. Language problems
2. Being careful to give something your attention
3. A good example
4. Improving your English
5. Vive la France!
6. Drafting in English
7. Where the new partner used to work
8. Localisation
9. Things that happen early in the morning
10. Offside or onside?

14 SOME LAWYERS TALK

1. Luigi from Milan and what he does
2. The IP lawyer looks back
3. A change of career path
4. Another change of career path
5. A long explanation
6. A late start to your career as a lawyer
7. Getting on well with people
8. Having to work hard to keep your job
9. Tomorrow's a big day in two courts
10. A career so far – a summary

15 MORE WORK

1. Heavens above!
2. A business trip
3. Getting somebody else to do the work
4. Local counsel
5. Confirming something
6. Coming and going, bringing and taking
7. For the record
8. The holes your clients want you to find
9. Summing up
10. A gentle finish