



Telephone: 00971-2-6452630

Legal Translation & Memo Writing

Course Outline:

writing skills – Responding to an initial enquiry by a potential client – e-mails and letters

- Formal and information language and structures
- Writing with clarity
- Identifying and connecting with the audience
- Selecting the most appropriate form of communication

Company law – Negotiation for setting up a company a role-play session involving the formation of a company, including:

- Legal persons
- Different structures
- Partnership
- Private and Public Limited Companies
- Share-holdings
- Voting rights
- Directors
- Corporate governance

CASE STUDY: Effective drafting and negotiating techniques (Part 1) *Delegates will be split into teams and asked to negotiate the detail of a distribution agreement under the guidance of the expert trainer, including:*

- The language of consensus and agreement
- Modals of obligation
- Techniques in legal negotiations
- Trade-offs
- Deal breakers

Best practice drafting techniques

- Reasons for drafting in English and common problems encountered
- Key legal terminology

Basic principles of good drafting

- Structuring the contract
- Using plain English
- Avoiding legalese
- Achieving clarity, precision and avoiding ambiguity

EXERCISE: Good Drafting Techniques *Delegates will be asked to redraft a selection of badly drafted clauses from corporate and commercial agreements.*

CASE STUDY: Effective drafting and negotiating techniques (Part 2) *Delegates will draft clauses to reflect the agreements reached in Day 2's negotiation. Issues to be focused on, include:*

- Application of the principles of clear drafting
- Transfer from spoken language (for example, negotiation) to written (for example contract)
- Ensuring absolute clarity
- Operative and boilerplate clauses

Loan finance *this session will focus on different types of corporate finance, including:*

- Loans and credit facilities
- Share issues

Negotiating a bank loan, including drafting selected clauses *this session looks at the language of negotiations, including:*

- Using conditionals
- Making suggestions
- Agreeing and disagreeing
- Setting conditions

Negotiating a joint venture and its funding

- Language of meetings
- Introductions
- Presenting and eliciting information

- Expressing opinions
- Canvassing views
- Defining roles and obligations
- Levels and returns on investment

ROLE-PLAY: Negotiating a Joint Venture Agreement *this is a role-play session in which delegates will act in teams to represent the parties in a potential joint venture, focusing on the key areas listed above.*

Giving advice – Selecting the right language

- Revision of conditionals
- Model verbs
- Persuasive language
- Setting out consequences
- Using comparatives

Delegates will be given briefs on which to provide clients with advice on a range of issues.

CASE STUDY: Using the English Language Effectively *Delegates will be split into teams and asked to use the skills and language developed during the course in a role-play centering on an aspect of relevant law.*

Review of the course

Question and answer session