Faculty of Law and Political Sciences of Tunis FACULTÉ DE DROIT ET DES SCIENCES POLITIQUES DE TUNIS كلية الحقوق والعلوم السياسية بتونس
Semester: One **September 2026 - December 2026**
English course
Level: Second Year Law Students
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Assessment:

The student's final mark in the English subject is worked out on the basis of two components:

-The oral mark, worth **20 % of the final grade,** is assigned to continuous assessment (oral examination- presence- homework- presentations -contribution in class- tests…)

- two written exams, worth **80 % of the final grade,** fixed in the course of the semester.

Course Outline: Unit I : Legal Lexicon :Entering the world of law

Unit II : legal Writing: from principles to practice

'Ignorance of the law excuses no man'

GETTING TO KNOW YOU – PRESENTING ME

My name is **……**, and I am **…… years old**.

A good student is someone who is **……., ……., ……., and ……**. I believe that a good student is not someone who ……., but someone who is willing to.....,..... , ..., and .....

Why did I decide to study law?

I decided to study law because .....

.....I find law interesting because it requires.....

.....In the future, I hope to use my knowledge of law to .....

What makes a really good teacher?

A really good teacher is .....

.....

I appreciate teachers who.....

.....

What makes a not-so-good teacher?

A teacher may be less effective when they are .....

I also think that learning can become difficult when a teacher .....

.....

My favourite college subject

My favourite college subject is **……** because **……**.

My plans for the future

When I finish my licence, I would like to work as a …… in **……**. I am particularly interested in **……**.

What I hope to learn in this class

I am looking forward to **……**

……

What makes me nervous?

I am a little nervous about**……**

……

My English level – CEFR (The Common European Framework of Reference:a widely recognized standard formeasuring and describing language proficiency across different languages**)**

I would describe my English level as **A1/A2/B1/B2/C1/C2 .**

Ican.....
....., but I still need to improve my.....

My goal is to .....

.....

My motivation

I consider myself **motivated/unmotivated /demotivated to learn English**.

.....

My personality

I would describe myself as**.....,.....,.....,.....**and **.....**. I am sometimes ..... I also consider myself a person who likes to.....

My learning style (visual/auditory/kinaesthetic/group/individual/reflective/analytic/autonomous)

I think I am mainly a .....,.....,and ..... learner.

I learn better when I can **.....,** **.....,** **.....,** **.....**. As a law student, I find ..... particularly useful. I also enjoy working independently/ in groups because
.....

Answer the following questions:

- *Why do you think English is important for law students?*
  .....
  .....
  .....
  .....
  .....
- *What legal words do you already know in English?*
  .....
  .....
  .....
  .....
  .....
- *Have you ever read a legal document in English?*
  .....
  .....
  .....
- *Which areas of law interest you?*
  .....
  .....

Unit I: Legal Lexicon

Objectives:

- To review and consolidate previously acquired legal vocabulary and concepts.
- To deepen students' understanding of legal terminology and its practical application through a series of exercises and activities.
- To develop students' proficiency and confidence in using legal English both orally and in writing.

Warm-up Activity: How Much Do You Know About Legal English?
Work individually first, then compare your answers with a partner. Don't worry if you do not know all the answers. The aim is to activate the legal vocabulary you already know and discover new terms.

1. Legal Systems
How many different types of legal systems can you name?
.....
.....
2. Branches of Law
How is law generally divided into different branches?
.....
.....
Can you give examples of different branches or fields of law?
.....
.....
3. Legal Vocabulary: "Law"
Can you think of words or expressions that are related to or synonymous with "law"?
.....
.....
.....
4. Enforcing the Law
What different expressions can you use to say "to apply the law"?
.....
.....
5. Breaking or Disobeying the Law
What different expressions can you use to say "to disobey or break the law"?
.....
.....
.....
6. People Who Break the Law
What words or expressions can you use to refer to people who break or disobey the law?
.....
.....
7. People Who Obey the Law
How can you describe people who respect and obey the law?
.....
.....

8. Legal Professions

A. How many legal professions can you name?

.....
.....
.....

B. **Who am I? — Legal professionals**

Read the clues and identify the professional.

Part I

- I am a qualified legal professional in the UK.
  I often work directly with clients and may work in a law firm.
  I handle their legal matters and, when specialist advocacy is needed in court, I may instruct a barrister.
  Who am I?
  → .....

- I am a specialist legal professional in the UK.
  I am usually instructed by a solicitor when a case requires specialist advocacy or advice.
  I may represent clients in court, plead cases and advise on complex points of law.
  Who am I?

  → .....
- I represent clients in legal matters in the United States.
  You are more likely to hear my professional title in the US than in the UK.
  Who am I?

  → .....

Part II

- I help two sides resolve a dispute without necessarily going to court.
  I remain neutral and help them reach an agreement.
  Who am I?
  → .....

- Two sides have a dispute, but they don't want to go to court.
  I listen to both sides, examine the evidence and then make a decision.
  Unlike a mediator, I don't simply help them reach an agreement — my decision can be binding.
  Who am I?
  → .....
- I sit in court and make decisions about legal disputes.
  I listen to the arguments and apply the law.
  I am not there to represent either side.
  Who am I?
  → .....

- I don't usually argue cases in court.
  I help investigate facts, examine documents and support legal work.
  I work closely with qualified legal professionals, but I am not usually a lawyer myself.
  I can be found in both the UK and the USA.
  Who am I?
  → .....

9. Legal Documents

1. Brainstorm

What types of legal documents can you name?

Write as many as you can.

.....
.....
.....

2. Legal Documents: What Are They For?

Match each document to its purpose.

Legal document	**Purpose**
1. Contract	A. Expresses a person's wishes after their death
2. Will	B. Sets out the terms agreed between parties
3. Power of attorney	C. Gives someone legal authority to act on another person's behalf
4. Lease / tenancy agreement	D. Sets out the terms for renting property
5. Non-disclosure agreement (NDA)	E. Requires information to be kept confidential
6. Witness statement	F. Records what a person says they know about a case

3. Challenge: Which document would you need?

Read each situation and choose the most appropriate legal document.

1. Sarah wants her brother to manage her bank and financial affairs while she is abroad.
   → .....
2. A company wants an employee to keep confidential information secret.
   → .....
3. Two companies agree on the price, delivery and payment terms for a service.
   →.....
4. A person wants to decide what happens to their property after their death.
   → .....
5. Someone rents an apartment for one year.
   →.....

10. Civil law vs Common law

- Which of the following is a feature of civil law systems?

a) Judges primarily interpret laws written in codes.
b) Emphasis on case law and judicial precedent.

c) Law developed through judicial decisions.

- Which of the following is a characteristic of common law systems?

a) Laws are primarily codified.

b) Legal decisions are based on precedent.
c) All laws are enacted by the legislature.

11. Spot the Difference: Legal paths in UK, USA & Tunisia

Read the two legal education paths, then compare them with Tunisia.

UK	**USA**
1. LLB – usually the first university degree in law	**1. Bachelor's degree** – can be in any subject
2. Postgraduate legal training	**2. LSAT** – commonly required for law-school admission
3. Choose a route:	**3. Law school** – 3 years to obtain a **J.D.**
→ **Solicitor:** 2-year training	**4. Bar exam**
→ **Barrister:** Bar training + 1-year pupillage	→ After passing, the graduate can practise as a lawyer/attorney

Compare

Which path is more similar to Tunisia's? ☐ **UK** ☐ **USA**

.....
.....

12. Challenge Question
Which legal terms do you already know in English? Write as many as you can.
.....
.....
.....
.....
.....

You have already mentioned several expressions related to the law, such as *obey the law, break the law, enforce the law,* and *apply the law*. Now let's look more closely at the verbs that commonly occur with laws.

Exercise: Verb Collocations with "Law/Laws"

The following verbs and expressions are commonly used with **law/laws**.
reform – enact – amend – enforce – draft – abide by – implement – break – comply with – repeal – conform to – pass – contravene – alter – uphold

A. Complete the sentences
Fill in the blanks with an appropriate verb or expression from the list.
The verbs may need to be changed into the appropriate form.
a) It is essential for citizens to ..... the laws established by their government.
b) The government decided to ..... new laws to address environmental concerns.
c) Legal practitioners must ..... (= write) laws that are clear and enforceable.
d) If a person chooses to ..... the law, they must face the consequences.
e) Legislators often ..... existing laws to reflect societal changes or to address modern technological developments.
f) Law enforcement agencies are tasked with ..... the law fairly and effectively.
g) The activists campaigned vigorously to ..... the controversial law that had been in place for decades.

B. Think about the meaning
Look at the verbs you have used. Can you explain the difference between them orally:

enact a law	**enforce a law**	**pass a law**
amend a law	**break a law**	**implement a law**
uphold a law	**repeal a law**	

Vocabulary Distinctions

Verb	Meaning
enact a law	formally make a law
pass a law	approve a proposed law through the legislative process
implement a law	put a law into effect
enforce a law	ensure that people obey the law
amend a law	change part of an existing law
repeal a law	officially abolish a law
uphold a law	maintain or support the validity of a law
contravene a law	act contrary to a law

Exercise: Exploring Legal Terms Related to "Law"

Instructions: Complete each sentence with the most appropriate legal term from the vocabulary provided. After completing the exercise, discuss how these terms are related to the concept of law and how they differ in meaning and use.

Word bank:

legislation – regulations – statute – ordinances – rules – code – Act – bylaws – decree – provisions

1. The government issued new **.....** to ensure public safety during the pandemic.
2. The new **.....**on data protection significantly impacts how companies handle consumer information.
3. Recent **.....** has made it easier for citizens to access public records.
4. The city council passed several **.....** to address noise complaints in residential areas.
5. In order to maintain order during the proceedings, the court established specific **.....**for behaviour in the courtroom.
6. The criminal **.....** outlines the penalties for various offences and the procedures for prosecution.
7. The Civil Rights **.....**of 1964 was a landmark piece of legislation in the fight against discrimination.
8. The organization's **.....** govern the conduct of its members and the election of its officers.

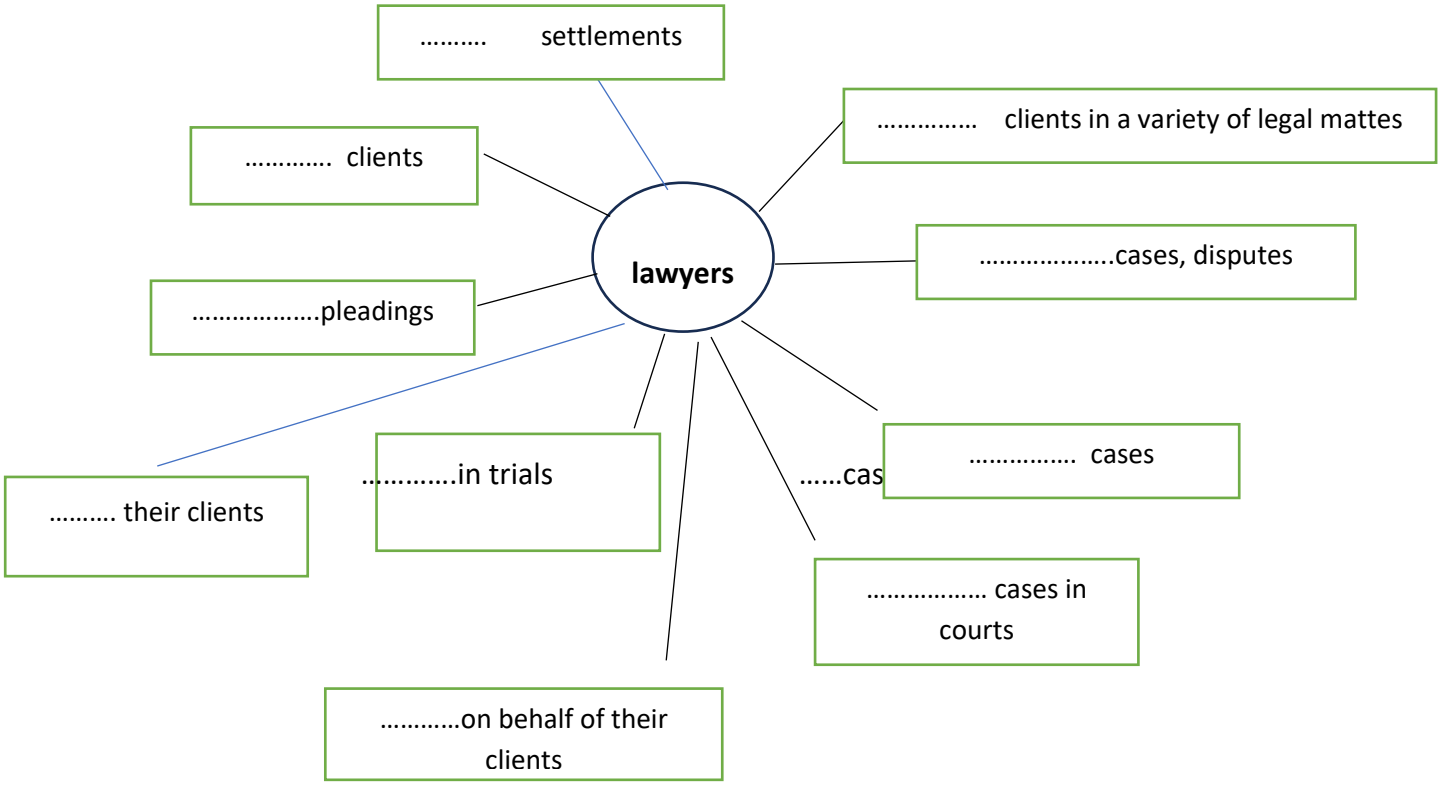
9. The royal **.....**was issued to impose new taxes on the population without parliamentary approval.
10. The contract includes several important **.....** that protect both parties in case of a dispute.

Vocabulary Distinctions

Term	Simple Definition
Statutes	Laws formally enacted by a legislature.
Regulations	Rules made by government agencies or other authorised bodies to implement laws.
Ordinances	Laws or regulations enacted by local authorities, such as municipalities.
Codes	Systematic collections of laws or regulations dealing with a particular area of law.
Acts	Laws formally passed by a legislature; in some legal systems, *Acts* and *statutes* may be used interchangeably.
Bylaws	Rules made by organisations, institutions, or local authorities to regulate their members, activities, or areas of responsibility.
Legislation	Laws collectively, or the process of making and enacting laws.
Decrees	Official orders or decisions issued by an authority with legal power to do so.
Provisions	Specific rules, clauses, or parts contained in a legal document.

Exercice : Lawyers' work

A. To find out jobs performed by lawyers, complete the chart with verbs that collocate with the noun lawyers. The initial letters of the verbs are given to you.



B. Choose the appropriate words or phrases to finish these sentences:

- **Law forms/ firms** offer complete legal services for domestic and international **clientele/ customers.**
- Lawyers **draw up/ decide on** documents such as contracts, **deeds/drafts** and **wills/warranties**.
- They typically **alternate/arbitrate** problems and disputes between **players/parties.**
- Lawyers can **fold/file** a case of wrong-doing where someone wants to **sue/to sew** for a cash settlement.
- When a person doesn't want to talk directly to the other, attorneys often speak **in spite of / on behalf of** someone.

C. The Ideal Lawyer

- Brainstorm (Individually)
  Write down five qualities you believe every good lawyer should have.

.....
……
……

- Share your list with a colleague or a small group.
- Agree on the top three qualities.
- Discuss Why is it important?
- Vocabulary Focus
  Match each quality below to its definition:

Quality	Definition
1.Integrity	a) Ability to recover quickly from stress, setbacks, or long working hours.
2.Resilience	b) Skill in convincing others through clear arguments or negotiation.
3.Analytical thinking	c) Careful focus on small but important elements (dates, clauses, wording).
4.Persuasiveness	d) Being honest and ethical in all professional dealings.
5.Attention to detail	e) Breaking complex problems into smaller parts to find logical solutions.

Answer: 1+ 2+ 3+ 4+ 5+

Phrases for opinion and support

Stating your opinion

a. Use the following phrases to express your opinion on the issues below.

I (strongly/ firmy/staunchly / really) feel/ believe/think that …
I am of the opinion that…
To my mind, …….
In my view, ….
There is no doubt in my mind that ….
To be honest, I think that ….

Watch out!
After opinion phrases, you must give an opinion, such as
I believe that money does not equal happiness.
Do not follow the phrases with a fact, such as
I believe that many people need money.

Adding examples

b. Use the following phrases to support your opinions.

For example/instance, …..
More specifically, …..
One example that comes to my mind is ……..
To give you an example,……..
To illustrate, ……..
Take [noun] for example.

- An example has been done for you:

Choosing a job you love vs. choosing a job with high salary.

I strongly believe that a job that I love is more important than undertaking a career merely for the salary. Since so much of our life is dedicated to work, I think that our energy should be put toward something that would make us happy, as we all know that money alone does not necessarily equal happiness. Take myself for example. I worked as a lawyer for many years, as it was a job that came with not only a high salary, but also status. I assumed that if I had those things in my life, then I would automatically be happy. However, I was not cut out for that job, and I dreaded going to work every day. I really don't think the long hours would have been that bad If I had enjoyed my career. Then I decided to follow my love of photography. I took some classes, and now I have my own business. I still put in very long hours, but I absolutely love my job, and can't wait to meet new clients and start on new projects.

- **Write a short paragraph answering:**

"Among the qualities we discussed, which one do you personally value most in a lawyer, and why?"
You have to offer a clear and strong idea

……
……
……
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……
……

UNIT 2 — LEGAL WRITING: FROM LEGALESE TO PLAIN ENGLISH

Objectives:

By the end of the unit, students should be able to:

- recognise the main features of legal English;
- understand common legal terminology and Latin expressions;
- identify and work with common legal documents;
- use verbs that collocate with legal documents;
- distinguish between legalese and plain English;
- rewrite unnecessarily complicated legal language clearly;
- understand the purpose of common legal documents;
- communicate legal information appropriately to a client;
- use different registers depending on the audience and purpose.

Professional scenario

Throughout the unit, students work as junior legal professionals dealing with a fictional breach-of-contract case.

Case file: Jaffa Construction Ltd. v. Ahmed Jaafaraoui

Ahmed has received a legal document informing him that a company is taking legal action against him for an alleged breach of contract. He does not fully understand the documents he has received and asks his lawyer for help.

You are part of the legal team handling his case.

This case can appear throughout the unit, so students gradually build a case file as they learn.

PART I — UNDERSTANDING LEGAL ENGLISH

Section 1 — What is Legal English?

Lead-in: How difficult is legal English?

Think like a future lawyer and discuss in pairs:

1. **Why might ordinary people find legal documents difficult to understand?**
   .....
   .....
2. **Do lawyers need to use complicated language to be precise?**
   .....
   .....
3. **Should legal documents be written in the same language used when speaking to a client?**
   .....
   .....
4. **Have you ever read a legal document that was difficult to understand?**
   .....

Legal English / Legalese = the specialised language, terminology and style commonly used in legal contexts.

Reading: Why can't lawyers write plain English?

Read the extract below and answer the questions:

We lawyers cannot write plane English. We use eight words to say what could be said in too. We use old, arcane phrases to express commonplace ideas. Seeking to be precise, we become redundant. Seeking to be cautious, we become verbose. Our sentences twist on, phrase within clause within clause, glazing the eyes and numbing the minds of our readers. The result is a writing style that has, according to one critic, four outstanding characteristics. It is: "(1) wordy, (2) unclear, (3) pompous, and (4) dull."

Richard C. Wydick (a professor of law at the University of California-Davis School of Law) *Plain English for Lawyers*

a. Tick √ the right answer(s) :

The writer of the above extract:

- enumerates the advantages of Legalese
- is describing the characteristics of Legalese
- is calling for the use of simple language in legal writings

b. Two of the underlined words in the above paragraph are misspelt. Identify the words and correct them:

The wrong word: …… The correction: ……

The wrong word: …… The correction: ……

c. Three of these words could replace 'characteristics' (L 5). Which ones? Circle them:

1. specialities 2. peculiarities 3. complexities 4. features 5. Specificities

d. Find the appropriate words from the above extract:

- **ancient = ……..**
- **foggy= ……..**
- **verbose, i.e. using or containing more words than necessary = …….**
- **boring = ……..**
- **mysterious, enigmatic, difficult to comprehend/to construe = ……**
- **vague ≠ ……..**
- **excessively elevated or ornate, showy, ostentatious = …….**

e. Think like a lawyer

The author describes legal writing as: wordy – unclear – pompous – dull

Do you agree with the author's criticism of legal writing? Why / why not?

……
……
……
……

Section 2 — Legalese: What makes legal writing difficult?

Reading:

Legal writing in English has developed over hundreds of years and is characterized by specific features, some of which can make it difficult for the non-lawyer to understand. Characteristics of legal writing include : using Latin terms such as '*in camera', 'subjudice'*, using technical terms, using old-fashioned terms not much in general use, using pairs of words('lessor'/ 'lessee'), using legal jargon including the use of pairs of words ('terms and conditions'/ 'null and void'), or triplets ('costs, charges and expenses'/ 'obey, observe and comply with'), having special meanings for words in ordinary use ('the judge determined the facts of the case', where 'determined' means 'decided'), using vague words ('provide a sufficient service'), using long sentences with little punctuation, inverting word order ('title absolute'), using capital letters to signal important or defined terms ('the terms of the Lease….') , avoiding personal pronouns ('you', 'we', 'I'), the specific use of the modal verb 'shall' to impose an obligation or duty on someone ('The tenant shall not sub-let the whole part of the premises'), the use of 'shall' in a directory sense ('Notice of an appeal shall be filed within 28 days') .

There is a movement to draft legal text in standard, modern, 'plain' English but any change will be slow.

Legal English Detective

Read the extract and identify examples of:

Feature	**Example from the text**
Latin expression	**……**
Technical term	**……**
Old-fashioned expression	**……**
Doublet	**……**
Triplet	**……**
Special legal meaning	**……**
Vague expression	**……**
Long sentence	**……**
Capitalised/defined term	**……**
shall	**……**
Avoidance of personal pronouns	**……**

Why do you think lawyers use these features?

……
……
……
……

Section 3 — Legalese or Plain English?

- **Read this legalese sentence then answer the related questions:**

"The parties hereto agree that the aforementioned provisions shall remain in force."

1. **What makes this sentence difficult?**

   .....
   .....

2. **What does it mean?**

   .....
   .....

3. **Rewrite it in plain English.**

   .....
   .....

- **Read this second legalese sentence "The tenant shall not sub-let the whole or any part of the premises without the prior written consent of the landlord."**

1. **Rewrite it in plain English:**

   .....
   .....

2. **Would you use the same version when writing a contract and when explaining the contract to a client? Why?**

   .....
   .....
   .....

N.B. Audience + purpose determine register**.**
N.B. A future lawyer needs to know not only how to write formally, but when formal legal language is appropriate and when plain English is preferable.

PART II — LEGAL VOCABULARY IN USE
Section 4 — Legal vocabulary: doublets, triplets and technical terms
Legal English: One, two or three?
Classify expressions from the above extract as:

- **single term:**

  .....

- **doublet:**

  .....

- **triplet:**

  .....

Could these expressions be replaced by one simpler word?
For example:

- **"Costs, charges and expenses"**

.....

- **"Null and void"**

.....

- **"obey, observe and comply"**

.....

Section 5 — Legal English word detective
Find the legal term from the above extract

1. Two synonyms used together, a doublet ……..
2. A string of three synonyms ……..
3. Terminology, specialized or technical language that is only understood by those who are members of a group or who perform a specific trade: ……
4. To rent a flat, house or office to someone when you are renting it from someone else:…..
5. Contract for renting a property ……
6. Proprietor who rents his property ……..
7. Person who pays money for a property he rents: ……..or ……..
8. In property contexts, something that refers to structures and land that make up a parcel of property: ……

Who would use these words?
Decide whether each word would most likely occur in:

- **a conversation with a client;**
- **a legal document;**
- **a lawyer-to-lawyer communication.**

There can be more than one acceptable answer, but generally:

Word	**Legal document**	**Lawyer-to-lawyer**	**Client conversation**
lessor	✓	✓	possible
lessee	✓	✓	possible
tenant	✓	✓	✓
premises	✓	✓	✓
sub-let	✓	✓	✓

N.B. **technical terminology can be appropriate when it adds precision, but the lawyer should explain it to a non-specialist client when necessary.**

PART III — LEGAL LATIN
Section 6 — Legal Latin: Can you work it out?

Lawyers use Latin words and expressions when writing legal texts of every kind, from statutes to emails. The following excerpt is from the legal document known as an **'answer'**. It was submitted to the court by the defendant.

The claim for breach of contract fails inter alia to state facts sufficient to constitute a cause of action, is uncertain as to what contract plaintiffs are suing on, and is uncertain in that it cannot be determined whether the contract sued on is written, oral or implied by conduct.

The complaint alleges breach of contract as follows: 'At all times herein mentioned, plaintiffs were a part [sic] to the Construction Contract, as well as intended beneficiaries to each subcontract for the construction of the house. In light of the facts set out above, defendants, and each of them, have breached the Construction Contract'. On its face, the claim alleges only that defendants 'breached the Construction Contract'. But LongCo is not a party to the Construction Contract. Therefore, LongCo cannot be liable for its breach. See e.g. GSI Enterprises. Inc. v. Warner (1993)

Latin detective

1. **underline the Latin expressions;**
2. **infer their meanings from context;**
3. **check their guesses against the glossary.**

Must know Latin terms

Latin term	English equivalent and/or explanation
1 sic	'thus' or 'so' It is used after a word to mark a mistake. It means that the text was quoted verbatim and the mistake it marks appears in the source.
2 exempli gratia (*e.g.)*	'for example' It is used before one or more examples are given.
3 versus	'against' (Versus is abbreviated to 'v.' in case citations but to 'vs. in all other instances)
4 id est (*i.e.)*	'that is to say' or 'in other words' used to signal an explanation or paraphrase of a word preceding it

5 et cetera (‘*etc.*’)	and other things of the same kind used to shorten a list of similar items
6 et alii (*et al*.)	‘and others’ It is usually used to shorten a list of people, often a list of authors, appellants or defendants
7 inter alia	among other things
8 ultravires	beyond the legal powers of a person or a body in private
9 in curia	in open court
10 in camera	in private
11 in flagrante delicto	in brazen/blazing wrongdoing; in the act of wrong doing, caught red-handed
12 Vice versa	conversely
13 Nota bene (*N.B*)	Note well. Take careful note
14 Bona fides (≠mala fide)	Good faith; honest intention; absence of intent to defraud; absence of deliberate wrongdoing
15 sub judice	Before a judge. Still being considered by a court of law ; not yet decided; unsettled and not to be canvassed publicly because of the risk of being in contempt of court

Legal Latin in context

1. The case is currently ……, so the parties should not discuss its details publicly.
2. The court heard the evidence ……because of the sensitive nature of the case.
3. She demands possession of the house and custody of the children ……
4. The contract contains provisions dealing ……..with the sale of the shares and the appointment of new directors.
5. We have never heard of this company before, and are therefore doubtful whether it can be regarded as a ……purchaser.
6. The newspapers cannot report facts of the case because it is ……
7. The trial was held ……..because the accused was only 14 years old.
8. The police failed to catch the offender ……..
9. If a manager were to access the bank accounts of the company and use those assets for personal needs, this would be classified as ……..acts.
10. All employees will receive the standard discount,……, 20 percent.

You are writing an email to a client who is not a lawyer. Would you write "inter alia" or "among other things"?
Explain your choice.
.....
.....
.....

PART IV — THE CASE FILE
Now the unit moves from language to professional documents.
Section 7 — What documents are involved in a case?
Case file prediction
Ahmed has been accused of breaching a contract.
What documents do you think lawyers might need?
Brainstorm.
.....
.....
.....

Listen to a lawyer telling a client (or read the transcript) about some of the documents involved in his case and answer these questions.

Lawyer: Well, may be I should start by explaining how things work, you say that **a writ** has been served on you , informing you that **an action has been filed against** you for **breach of contract**. Is that right?

Client: Yest I got that yesterday.

Lawyer: OK. That means that **a complaint** against you has already been **filed** with the court. Our next step will be **to draft an answer** to this complaint.

Client: How does that work?

Lawyer: In order to be able to draft an answer, I'll need information from you, - facts, documents and the like- So, that I can begin preparing your **defence**. Of course, We'll then also have to start building up **evidence** to **support** your defence. For example, we may wish to get **affidavits**- sworn statements- from potential **witnesses** supporting the statements you've made in our defence.

Client: Right. What happens next?

Lawyer: Well, it depends on how we wish to proceed. We should try to have the **case dismissed** as soon as we can. This will require **filing motions**. We'll also have **to write briefs** clarifying our legal position, which we'll then **submit** to the court.

Client: I see. Do you think there'll be a **trial**?

Lawyer: That's hard to say exactly

Client: If there is a trial when will it take place?

Lawyer: When the time comes, the court will **issue a notice** to inform us of the date and time of the **hearing.**

- What claim has been filed against the client? ……..

- Will the case go to trial? ……

1) Listen again and circle the documents that the lawyer mentions.

1 answer 2 affidavit 3 brief 4 complaint 5 injunction
6 motion 7notice 8 pleading 9 writ

2) Match these documents (1-9) with their definitions (a-i)

1 affidavit	a) a document informing someone that they will be involved in a legal process and instructing them what they must do
2 answer	b)a document or set of documents containing the details about a court case
3 brief	c)a document providing notification of a fact, claim or proceeding
4 complaint	d)a formal written statement setting forth the cause of action or the defence in a case
5 injunction (mandatory or prohibitory/preventive)	e)a written statement that somebody makes after they have sworn officially to tell the truth, which might be used as proof in court (sworn statements confirmed by oath)
6 motion	a) an application to a court to obtain an order, ruling or decision ,e.g. a motion to dismiss a case
7 notice	g) a judicial order restraining a person from beginning or continuing an action threatening or invading the legal right of another, or compelling a person to carry out a certain act, e.g. to make restitution to an injured party.

8 pleading	h) in civil law, the first pleading filed on behalf of a plaintiff, which initiates a lawsuit, setting forth the facts on which the claim is based
9 writ	i)the principal pleading by the defendant in response to a complaint
Answer: 1+ .. 2+ .. 3+ .. 4+ .. 5 +.. 6+.. 7+ .. 8+.. 9+..	

3) Fill in this paragraph with the appropriate name of legal documents
One word can be used twice.

-Anyone wanting the benefit of an injunction must prepare an **……..** detailing evidence supporting their claim. It must attach all relevant documents, and outline the facts and circumstances leading up to the application for injunction. A court will not grant an …… without a thorough ……..

4) Complete with the appropriate legal terms :

-The first document in a lawsuit is typically the …….. This document provides a detailed overview of the case against the …… and lays out all the named parties and determines the proper jurisdiction and facts of the claim. It also details what type of …….. the plaintiff seeks from the other party with whom he/she's disputing. In this legal document, known as ……, that party in question addresses each point forwarded by the plaintiff either to admit or deny ……

Section 8 — Who uses which document?
Which document would you use in these situations?

1. You want to begin a civil action.
→ _____
2. The defendant wants to respond to the claimant's complaint.
→ _____
3. A witness needs to provide a sworn written statement.
→ _____
4. A party asks the court to make a particular order.
→ _____
5. Someone needs to be formally informed about a legal proceeding.
→ _____

Section 9 — Legal document verbs

Match each verb used by the lawyer (1-5) with its definition (a-e)

1 to **draft** a document	a. To deliver a legal document to someone, demanding that they go to a court of law or that they obey an order
2 to **issue** a document	b. To produce a piece of writing or a plan that you intend to change later
3 to **file** a document **with** an authority	c. To deliver a document formally for a decision to be made by others
4 to **serve** a document **on** someone (or to **serve** someone **with** a document)	d. To officially record something, especially in a court of law
5 to **submit** a document **to** an authority	e) to produce something official
Answer: 1+ … 2+ … 3+ …. 4+ …. 5+ ….	

Keep in mind these collocations:

	Affidavit	answer	brief	complaint	injunction	motion	notice	pleading	writ
To draft		x	x	x		x		x	
To issue					x		x		
To file	x	x	x	x		x	x	x	
To serve				x	x		x	x	x
To submit	x	x	x	x		x	x	x	x

Key takeaway

What does a lawyer do with a document?

Verb	**Document**	**Example**
draft	an answer	**The lawyer drafts an answer to the complaint.**
file	a complaint	**The lawyer files a complaint with the court.**
serve	a writ	**The lawyer serves a writ on the other party.**
issue	a notice	**The lawyer issues a notice to the relevant party.**
submit	an affidavit	**The lawyer submits an affidavit to the court.**

A professional situation: Your supervisor says: "The complaint is ready. What happens next?"
Explain the procedure using the correct verbs.

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PART V — PROFESSIONAL COMMUNICATION

Section 10 — The lawyer-client meeting
Use your existing transcript, but turn it into a two-stage role play.
Stage 1 — Guided role play
Students perform the existing dialogue.
Stage 2 — No script
Student A = lawyer
Student B = client
The client has received a writ concerning an alleged breach of contract.
The lawyer must find out:

- **What happened?**
- **When did it happen?**
- **What documents does the client have?**
- **Are there witnesses?**
- **Has the client received any other legal documents?**
- **What does the client want?**
- **Is there a deadline?**

The student playing the lawyer must take notes.
This is genuinely useful future legal training!

Section 11 — Explain it to your client

Explain these paragraphs to your client in plain English.
Rules:

- **no unnecessary Legalese;**
- **avoid unexplained Latin;**
- **use clear sentences;**
- **preserve the legal meaning.**

Paragraph 1:

Title to property in the goods shall remain vested in the Company (notwithstanding the delivery of the same to the Customer) until the price of the Goods comprised in the contract and all other money due from the Customer to the Company on any other account has been paid in full.

……
……
……

Paragraph 2:

Notwithstanding any provision herein to the contrary, and without prejudice to any rights or remedies otherwise accruing to either party pursuant to applicable law, the failure, neglect, or omission by either party, whether express or implied, to exercise or enforce, at any time or for any period whatsoever, any right, power, privilege, or remedy arising under or in connection with this Agreement shall not be construed or deemed to constitute, nor shall it operate as, a waiver, relinquishment, abandonment, or limitation of such right, power, privilege, or remedy, nor shall any single or partial exercise thereof preclude or estop any further or subsequent exercise of the same or any other right, power, privilege, or remedy; provided, however, that no waiver shall be effective unless made expressly and in writing by the party against whom such waiver is sought to be enforced.

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Compare your versions!

Professional reflection

Is "simple English" always better in legal writing?

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Key takeaway: Plain English does not mean imprecise English.

PART VI— WRITING FOR DIFFERENT AUDIENCES

This is essential for law students.

Section 13 — Same information, different audience

Situation:

A court has ordered the defendant to provide documents within 14 days.

Write two versions:

A. To another lawyer

Formal legal/professional register.

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B. To the client

Clear plain English.

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Then compare:

What changes? What stays the same?

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Key takeaway: legal writing is not one single style.

Professional reflection

Why should a lawyer be able to write both formal legal English and clear plain English?

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