

1.  
Apresentação geral

2.  
Objetivo geral

3.  
Programa resumido

4.  
Bibliografia principal

1.

**Curso:** Solicitadoria

**Área/ Subárea:** Ciências da Informação e da Comunicação/Língua

**Semestre:** 2º Semestre

**Carga horária:** 3H

**ECTS:** 5

2.

This intermediate course is aimed at developing the four main linguistic skills – reading, listening, speaking and writing – in the area of **LAW**.

**Specific aims:**

- to prepare the students to use English in specific professional contexts;
- to familiarise the students with lexical resources that are specific to the area of Law;
- to consolidate the previously acquired linguistic patterns (grammar and lexis);
- to develop transferable skills such as making presentations and writing reports and contracts;
- to raise awareness of cross-cultural issues underlying communication processes in the legal area.

3.

The contents of the course are organised around the major topics presented below. Each topic will be studied through a variety of materials, including texts for reading comprehension, online tasks, vocabulary exercises, role-plays, dialogues, writing assignments, listening comprehension.

1. The legal system: the structure of the law
2. Civil procedure
3. European Union law
4. Solicitors
5. A law firm's structure and practice
6. Client care procedures

7. Client correspondence
8. Business organisations and formation of a company
9. Insolvency scenarios
10. Describing trends
11. Making oral presentations

In addition, several grammar topics will be revised throughout the course. These will be studied throughout the semester on the basis of exercises. Selected material from published sources will also be used when appropriate.

- Verb tenses (present, past, perfect, future)
- Word order
- Modal verbs
- Question forms
- Adjectives and Adverbs
- Prepositions
- Conditionals
- Countable and uncountable nouns

4.

#### Main

Fanha Martins, H.; Fernandes, P. (2013) *Legal English Contexts*. Lisboa: Sinapis - Legal English Series.

A monolingual (English/English) dictionary (e.g. *Oxford Advanced Learner's Dictionary* or *Longman Dictionary of Contemporary English*).

#### Supplementary

Alcaraz Varó, E. 2002. *El Inglés Jurídico: Textos y Documentos*. Barcelona: Ariel.

Fanha Martins, H.; Kuteeva, M. (2005). *Reuniões e Apresentações em Inglês de Negócios*. Lisboa: Publisher Team.

Fanha Martins, H.; Oliveira, C. (2002). *A Vocabulary of Business, Accounting and Finance*. Lisboa: Instituto Politécnico de Lisboa.

Strutt, Peter. *Business Grammar in Usage* (Harlow: Pearson Education/Longman/FT, 2000).

Andrade, Maria Paula G. (2003). Dicionário Jurídico Português-Inglês, Inglês- Português. Lisboa: Quid Juris Sociedade Editora.

Garner, Bryan. (2004). Black's Law Dictionary (8<sup>a</sup> ed.). St. Paul: West Publishing Company.

Gifis, Stephen H. (1998). Dictionary of Legal Terms: A Simplified Guide to the Language of Law. Barrons Educational Series.

Boyé, Éric. (1993). Guia de Linguagem de Contratos Internacionais. Lisboa: Publicações Dom Quixote.

Brieger, N. (ed.). (2002). Test Your Professional English Law. Essex: Pearson Education Limited.

Chartrand, M., C. Millar & E. Wiltshire. (2003). English for Contract and Company Law. London: Thomson, Sweet & Maxwell.

Cummins, Robert. (1997). Basics of Legal Document Preparation. New York: Delmar Publishing.

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