



**BBSI Summer Course
Certificate
in
Legal Studies & Business Skills**

Course Description

The BBSI summer course in Legal Studies & Business Skills comprises a study programme of 30 lessons weekly. The course is designed for those with an English language level of Upper-Intermediate (IELTS 5.5) or above, who require to improve their legal English and business skills in the context of international law. All BBSI scheduled courses in Law automatically include preparation for the University of Cambridge ESOL International Legal English Certificate (ILEC). BBSI is an accredited ILEC Examination Centre.

Training focuses on developing students' understanding of legal concepts, vocabulary and skills, as well as professional communication skills. The course combines current legal and business issues with targeted case studies.

Course Outline

Minimum English Entry Level: IELTS 5.5 (*Upper-Intermediate*), equivalent to a course leading to CEFR Level B2

Course Duration: 2-12 weeks

Course Designation: LBS

Lessons Weekly: 30 (*each of 45 minutes' duration*)

Entry Dates: Entry to this flexible course is weekly from July to September. The first entry date for 2010 is 05 July and the last entry date is 13 September.

Minimum Age: 17 years

Course Content

- * 20 lessons weekly in legal studies
- * 10 lessons weekly in business skills

Law Components

- * *introduction to UK & EU law*
- * *introduction to international law & human rights*
- * *conflict of laws*
- * *competition policy*
- * *commercial, consumer & employment law*
- * *law of sale of goods*
- * *international trade*
- * *contract law*
- * *current affairs & the law*

Preparation for the ILEC examination

- * *drafting legal documents & letters*
- * *legal negotiations*
- * *understanding legal documents*
- * *client interviews*

The LBS course also includes an additional 10 lessons per week in professional skills practice, aimed at developing effective communication skills for the business environment. The teaching materials for the skills elements are largely authentic and are based on real-life case studies. Designed to build confidence through activities such as discussions, role-plays and simulations, the skills covered each week will be selected from the following:

Business Skills Components

Writing

- * *e-mail*
- * *letters & memos*
- * *effective reports*
- * *action minutes*
- * *effective CVs*
- * *business profiles & structure*
- * *organograms*

Presentations

- * *effective openings*
- * *structure & delivery*
- * *dealing with questions*
- * *using visual aids*

Meetings

- * *planning, organising & setting targets*
- * *facilitating meetings*
- * *handling discussions*
- * *achieving consensus*
- * *networking & building relationships*

Telephoning

- * *taking & leaving messages*
- * *making arrangements*
- * *checking, clarifying & problem solving*
- * *teleconferencing*
- * *customer support*
- * *making enquiries*
- * *formal & informal conversations*

Negotiating

- * *bidding & bargaining*
- * *win-win & closing*
- * *diplomatic language*
- * *tactics*
- * *making a proposal*

Course Objectives

- * to develop English- language communication skills & legal English
- * to build appropriate vocabulary in the field of law
- * to develop an understanding of current legal theory & practice

- * to develop a practical understanding of international & commercial law & legal procedures
- * to provide a practical business communication skills programme relevant to the modern working environment

Learning Outcomes

Participants with good attendance and who complete all class work and self study assignments will be able to function effectively in English in a professional legal and business environment, and will have acquired a sound knowledge and understanding of international law, business law and legal systems and procedures.

The following summer courses are also available at BBSI:

- * Finance
- * Finance & Business Skills
- * Management
- * Management & Business Skills
- * Marketing
- * Marketing & Business Skills
- * Legal Studies
- * Hospitality & Tourism
- * Hospitality, Tourism & Business Skills
- * International Business English

BBSI summer courses are carefully designed and structured to enable international students to develop both skills and knowledge in the specialised subject of their choice, while offering the flexibility to opt to supplement their training with professional communication skills, depending on their personal training needs and particular learning objectives.

Courses can be booked on-Line @ www.bbsi.co.uk

Alternatively, contact BBSI by e-mail at info@bbsi.co.uk



LEGAL STUDIES & BUSINESS SKILLS

Typical Weekly Syllabus

	Legal Studies (20 lessons)	Business Skills (10 lessons)
Week 1 (First week of term)	<p>overview of the English legal system - sources of English law civil & criminal courts & the Government overview of European Union law & agency ILEC – language skills, current affairs & the law</p>	<p>making contacts, telephoning in English presentation skills – signalling language writing reports, negotiation</p>
Week 2	<p>contract formation, offer, acceptance, consideration intention to create legal relations & capacity ILEC – language skills, current affairs & the law</p>	<p>negotiation – diplomatic language telephoning - leaving a message presentation skills - visual aids writing - business letters, student presentations</p>
Week 3	<p>contractual terms, express & implied terms, exclusion clauses Unfair Contract Terms Act 1977 Unfair Terms in Consumer Contracts Regulations 1999, guarantees ILEC – language skills, current affairs and the law</p>	<p>agenda & minutes, meetings presentation skills - signposting writing - business correspondence student presentations, telephoning - handling calls</p>
Week 4	<p>contract – misrepresentation & mistake duress & undue influence, illegal contracts ILEC – language skills, current affairs & the law</p>	<p>writing CVs, negotiation language meetings - handling discussion telephoning - customer support, student presentations</p>



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LEGAL STUDIES & BUSINESS SKILLS

Typical Weekly Syllabus

	Legal Studies (20 lessons)	Business Skills (10 lessons)
Week 5	<i>contract – privity, third party rights breach of contract & remedies for breach, calculating damages ILEC – language skills, current affairs & the law</i>	<i>telephoning - dealing with problems presentation skills - presenting graphics writing - report writing, student presentations meetings - one-to-one meetings</i>
Week 6	<i>consumer protection, product liability, credit transactions criminal liability in business, competition policy ILEC – language skills, current affairs & the law</i>	<i>telephoning - making enquiries, writing - company profiles effective meetings, student presentations negotiating - tactics</i>
Week 7	<i>commercial law – Sale of Goods Act & related legislation title, sale by sample, sale by description, satisfactory quality & fitness for purpose ILEC – language skills, current affairs & the law</i>	<i>techniques, presentation skills, telephoning writing - organograms, student presentations meetings – putting your opinion</i>
Week 8	<i>commercial law – sale of goods, passing of ownership of goods & passing of risk agency – liabilities, duties & rights, reservation of title remedies of the seller & the buyer ILEC – language skills, current affairs & the law</i>	<i>negotiation – making a proposal writing - business reports meetings - taking part in meetings student presentations, telephoning – orders</i>



LEGAL STUDIES & BUSINESS SKILLS

Typical Weekly Syllabus

	Legal Studies (20 lessons)	Business Skills (10 lessons)
Week 9	<i>commercial law – international trade, bills of lading FOB & CIF contracts, charterparties, Inco-terms Institute Cargo Clauses A, B & C, letters of credit ILEC – language skills, current affairs & the law</i>	<i>formal & informal conversations telephoning, presentation skills, techniques writing – reports, student presentations meetings – conducting an interview</i>
Week 10	<i>conflict of laws - domicile, nationality & residence jurisdiction of the English courts, the Brussels & Lugano conventions recognition & enforcement of foreign judgements in contract, tort & property court visit – Bournemouth Crown & County Court, or London⁺ * ILEC – language skills, current affairs & the law</i>	<i>meetings – useful language, telephoning – plans writing – formality & style, student presentations negotiation - role play</i>
Week 11	<i>public international law - sources & recognition, the UN territorial sovereignty & the use of force London visit – Royal Courts of Justice & the Supreme Court⁺ * ILEC – language skills, current affairs & the law</i>	<i>presentation skills - using your voice writing - making enquiries meetings - asking for & giving opinions student presentations, telephoning – teleconferencing</i>
Week 12	<i>Human Rights, the European conventions & the UK, employment law ILEC – language skills, current affairs & the law</i>	<i>meetings - case study & agenda writing - CV & covering letter, telephoning – handling complaints student presentations, negotiation – diplomatic language</i>

* the visit depends upon availability

+ additional costs are applicable for this visit and students will have to pay for return transport to and from London



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