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TOLES Legal English

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Handbook for Professional Legal Language and Practical Skills

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An Introduction to Law

LAWYER'S ENGLISH LANGUAGE COURSEBOOK.

Legal Writing in Plain English, Second Edition

Fundamentals of Lawyer Leadership

Grammar, Punctuation & Style

International Legal English Teacher's Book

The Language of Law School

How to Understand and Master the Language of Law

Learning to "Think Like a Lawyer"

Understanding the Vocabulary of US Law and Government

English Legal Terminology

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## **ASHTYN TYRESE**

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TOLES Legal English University of Chicago Press

This accessible textbook is the only introduction to linguistics in which each chapter is written by an expert who teaches courses on that topic, ensuring balanced and uniformly excellent coverage of the full range of modern linguistics. Assuming no prior knowledge the text offers a clear introduction to the traditional topics of structural linguistics (theories of sound, form, meaning, and language change), and in addition provides full coverage of contextual linguistics, including separate chapters on discourse, dialect variation, language and culture, and the politics of language. There are also up-to-date separate chapters on language and the brain, computational linguistics, writing, child language acquisition, and second-language learning. The breadth of the textbook makes it ideal for introductory courses on language and linguistics offered by departments of English, sociology, anthropology, and communications, as well as by linguistics departments.

**Briefs, Motions, and Writing Strategies of America's Best Lawyers [Connected eBook]** NYU Press

David Crystal's classic *English as a Global Language* considers the history, present status and future of the English language, focusing on its role as the leading international language. English has been deemed the most 'successful' language ever, with 1500 million speakers internationally, presenting a difficult task to those who wish to investigate it in its entirety. However, Crystal explores the subject in a measured but engaging way, always backing up observations with facts and figures. Written in a detailed and fascinating manner, this is a book written by an expert both for specialists in the subject and for general readers interested in the English language.

**Handbook for Professional Legal Language and Practical Skills** University of Chicago Press  
Admirably clear, concise, down-to-earth, and powerful—all too often, legal writing embodies none of these qualities. Its reputation for obscurity and needless legalese is widespread. Since 2001 Bryan A. Garner's *Legal Writing in Plain English* has helped address this problem by providing lawyers, judges, paralegals, law students, and legal scholars with sound advice and practical tools for improving their written work. Now the leading guide to clear writing in the field, this indispensable volume encourages legal writers to challenge conventions and offers valuable insights into the writing process that will appeal to other professionals: how to organize ideas, create and refine prose, and improve editing skills. Accessible and witty, *Legal Writing in Plain English* draws on real-life writing samples that Garner has gathered through decades of teaching experience. Trenchant advice covers all types of legal materials, from analytical and persuasive writing to legal drafting, and the book's principles are reinforced by sets of basic, intermediate, and advanced exercises in each section. In this new edition, Garner preserves the successful structure of the original while adjusting the content to make it even more classroom-friendly. He includes case examples from the past decade and addresses the widespread use of legal documents in electronic formats. His book remains the

standard guide for producing the jargon-free language that clients demand and courts reward.

*English for Law. Theory and Practice* Wolters Kluwer

*International Legal English Teacher's Book* is an essential companion for any teacher wishing to use *International Legal English* in the classroom. The book offers invaluable background information about the law topics discussed, giving teachers the confidence to explore these topics with their students. The *Teacher's Book* guides the teacher through the exercises in the book and suggests optional consolidation activities along the way. It includes 45 extra photocopiable activities and adds a whole new communicative dimension to the course, with lots of ideas for discussion and role-plays.

**An Introduction to Law** Anchor

An eagerly anticipated second edition of this established and highly regarded text teaches the key practice skill of contract drafting, with emphasis on how to incorporate the business deal into the contract and add value to the client's deal. Features: More exercises throughout the book, incorporating More precedents for use in exercises Exercises designed to teach students how to read and analyze a contract progressively more difficult and sophisticated New, multi-draft exercises involving a variety of business contracts New and refreshed examples, including Examples of well-drafted boilerplate provisions More detailed examples of proper way to use shall Multiple well-drafted contracts with annotations Revised Aircraft Purchase Agreement exercise to focus on key issues, along with precedents on how to draft the action sections and the endgame sections. Expanded explanations of endgame provisions, along with examples and new exercises

**LAWYER'S ENGLISH LANGUAGE COURSEBOOK.** Wolters Kluwer

*American Legal English: Using Language in Legal Contexts* provides a basic introduction to the U.S. legal system for non-native speakers of English. It combines elements of law with language to enhance non-native English speakers's ability to communicate with their legal counterparts in English. Reading, writing, listening, and speaking activities are included in each chapter. While a good basic knowledge of general English is presumed, there is no assumption that the students have any knowledge of the U.S. legal system or legal terminology. Collaborative, communicative activities are used throughout the text to engage student interest and involve them in the learning process. Realia, in the form of cases and statutes, is included so that students become comfortable with legal English and its sometimes difficult syntax. The text can be used for both law students and legal practitioners, in either intensive programs or those of longer duration. Non-attorney English for Specific Purposes instructors who have some interest in the legal field will be able to use the book and rely on the expertise of their students to create an effective learning environment in a Law and Language course. The organization of the book is by legal content, beginning with a broad overview of the system and how it works, then moving to specific areas of law such as torts or contracts. The book culminates in a mock trial, which provides students an opportunity to employ all of the skills and knowledge they have acquired during study of the preceding chapters. .

**Legal Writing in Plain English, Second Edition** LAWYER'S ENGLISH LANGUAGE

COURSEBOOK.The Lawyer's English Language CoursebookThe Lawyer's English Language

CoursebookA Manual of Style for Contract Drafting

The focus of this manual is not what provisions to include in a given contract, but instead how to express those provisions in prose that is free of the problems that often afflict contracts.

*Fundamentals of Lawyer Leadership* Cambridge University Press

With increasing digitalization and the evolution of artificial intelligence, the legal profession is on the verge of being transformed by technology (legal tech). This handbook examines these developments and the changing legal landscape by providing perspectives from multiple interested parties, including practitioners, academics, and legal tech companies from different legal systems.

Scrutinizing the real implications posed by legal tech, the book advocates for an unbiased, cautious approach for the engagement of technology in legal practice. It also carefully addresses the core question of how to balance fears of industry takeover by technology with the potential for using legal tech to expand services and create value for clients. Together, the chapters develop a framework for analyzing the costs and benefits of new technologies before they are implemented in legal practice. This interdisciplinary collection features contributions from lawyers, social scientists, institutional officials, technologists, and current developers of e-law platforms and services.

**Grammar, Punctuation & Style** Oxford University Press

In this linguistic study of law school education, Mertz shows how law professors employ the Socratic method between teacher and student, forcing the student to shift away from moral and emotional terms in thinking about conflict, toward frameworks of legal authority instead.

*International Legal English Teacher's Book* Oxford University Press

LAWYER'S ENGLISH LANGUAGE COURSEBOOK. The Lawyer's English Language Coursebook  
The Lawyer's English Language CoursebookA Manual of Style for Contract Drafting  
American Bar Association

**The Language of Law School** Cambridge University Press

Leadership is a mindset, not a title or position. In *Fundamentals of Lawyer Leadership*, we explore the aspects of leadership that law students can develop and improve during their time in law school. This textbook begins with the underpinnings of leadership, what it means, and how history guides our view of it. In Part One - Leadership of Self: Growing into Leadership, the leadership journey requires a look inward to examine who you are, what type of lawyer you want to be, and how you will lead. In Part Two - Leadership with Others: Effective Group Dynamics, the book covers topics such as building and nurturing relationships, developing emotional and cultural intelligence, establishing effective teams, and inspiring others. Finally, in Part Three - Leadership within Community: Service and Impact, the book examines the role of the lawyer in society and how you can use your skills to have influence even when you are not in charge. Contributing your energy to worthy causes about which you are passionate will bring purpose and satisfaction to your life. Just as developing legal skills is a life-long endeavor, growing as a leader is a process that evolves over a lifetime. Highlights of this new coursebook: Thorough discussion of core leadership topics as they relate to lawyers. Learning objectives and journal prompts for each topic. We believe that journaling is the most effective way to integrate leadership topics into each student's unique leadership style. Relevant and accessible applications. Each topic has at least one interactive exercise that can be used in class to compliment the concepts covered in the text. Professionalism and ethics woven

throughout this book. Students see where many principles of leadership and professionalism are grounded in the ABA Model Rules of Professional Conduct. Real world scenarios. Many of the examples and lessons come from practicing lawyers, and these perspectives give students a glimpse into the practice of law and prepares them for situations they may face. Career advancement tips. The topics covered in this leadership book not only prepare law students to be successful as a leader in the community, but also better prepare students for success in the profession, whether building their own practices or moving up the ladder in their firms/companies. Modular formatting. This book was written in modules so that it can be used beyond a dedicated leadership course. Topics can be used for professional development programming or clinical training. Knowledge beyond law school. This book is excellent for organizations, firms, and companies, in module form or the whole book, to teach leadership development for practicing lawyers. Anyone teaching leadership development will find something in this book to help them. Professors and students will benefit from: A framework for teaching leadership development concepts: Leadership of Self, Leadership with Teams, and Leadership within Community. By thinking about leadership development in these three stages, students begin with a focus on identifying and understanding their strengths and weaknesses and develop a plan to strategically improve where beneficial. The book provides a roadmap for teaching these concepts in an easy-to-understand manner that allows for flexibility and adaptability to each professor's vision of a leadership course for law students. Text Designed for both new and experienced professors. This book gives law professors the structure and resources to lead students through discussions of leadership topics. Many will find they are familiar with the concepts even though they did not take a similar class in law school or may not have received formal leadership training. Many examples relate to law school settings and the leadership lessons that can be learned from those experiences. Emphasis on Professional development, lawyers' ethical obligations, and service and other themes throughout the chapters to reinforce the importance of each to a lawyer leader. Comprehensive coverage of the skills that lawyers need upon graduation and as they transition into the workplace. Discussion of the role of lawyers in society that teaches students to learn to think about the traditional role of lawyers as leaders in society and how that role has developed and changed over time. The book also discusses the need for leadership from lawyers in the future. Exploration of the potential for lawyers acting as leaders to influence others. This book explores ways to look for those opportunities and be better prepared for them. An enriching experience for students to experience significant personal growth as they discover more about who they are and which of their characteristics and traits are strengths and weaknesses in different circumstances.

How to Understand and Master the Language of Law Lawbility Ltd.

Legal English: How to Understand and Master the Language of Law offers a contemporary guide for students and practitioners alike who want to improve their language skills and build confidence in communicating effectively from the classroom to the courtroom. The second edition has been completely revised and updated to cover all aspects of language as used in a legal context where effective communication is crucial to both academic and professional success.

*Learning to "Think Like a Lawyer"* Wolters Kluwer

The bestselling workbook and grammar guide, revised and updated! Hailed as one of the best books

around for teaching grammar, *The Blue Book of Grammar and Punctuation* includes easy-to-understand rules, abundant examples, dozens of reproducible quizzes, and pre- and post-tests to help teach grammar to middle and high schoolers, college students, ESL students, homeschoolers, and more. This concise, entertaining workbook makes learning English grammar and usage simple and fun. This updated 12th edition reflects the latest updates to English usage and grammar, and includes answers to all reproducible quizzes to facilitate self-assessment and learning. Clear and concise, with easy-to-follow explanations, offering "just the facts" on English grammar, punctuation, and usage Fully updated to reflect the latest rules, along with even more quizzes and pre- and post-tests to help teach grammar Ideal for students from seventh grade through adulthood in the US and abroad For anyone who wants to understand the major rules and subtle guidelines of English grammar and usage, *The Blue Book of Grammar and Punctuation* offers comprehensive, straightforward instruction.

*Understanding the Vocabulary of US Law and Government* West Academic Publishing

Good lawyers have an ability to tell stories. Whether they are arguing a murder case or a complex financial securities case, they can capably explain a chain of events to judges and juries so that they understand them. The best lawyers are also able to construct narratives that have an emotional impact on their intended audiences. But what is a narrative, and how can lawyers go about constructing one? How does one transform a cold presentation of facts into a seamless story that clearly and compellingly takes readers not only from point A to point B, but to points C, D, E, F, and G as well? In *Storytelling for Lawyers*, Phil Meyer explains how. He begins with a pragmatic theory of the narrative foundations of litigation practice and then applies it to a range of practical illustrative examples: briefs, judicial opinions and oral arguments. Intended for legal practitioners, teachers, law students, and even interdisciplinary academics, the book offers a basic yet comprehensive explanation of the central role of narrative in litigation. The book also offers a narrative tool kit that supplements the analytical skills traditionally emphasized in law school as well as practical tips for practicing attorneys that will help them craft their own legal stories.

*English Legal Terminology* Bloomsbury Publishing

TOLES Legal English: Advanced English for Lawyers, Plain & Simple. International Legal English for Lawyers, Law Professionals & Law Students ( "Master Legal Vocabulary & Terminology" TOLES Edition) Most lawyers whose first language is not English face a problem when it comes to setting time aside to improve their communication skills in English, mainly due to a lack of time. This self-study book aims to bridge that gap by providing a structured framework under which law students, lawyers and other law professionals can significantly improve their knowledge of Legal English, contract law and the English legal system. You will be taken through the main vocabulary and grammar structures in commercial contracts and allowed to practise them through highly targeted activities which aim to develop, not only your lexical and grammatical skills, but also your confidence and overall competence within international legal settings. At the end of the book you will find a link to a short glossary with all the main terms of contract law and legal English, together with a phrasal verb mini-dictionary which includes definitions and exercises to perfect your mastery of this area of English. This book provides a complete preparation for Advanced Legal English vocabulary and grammar (from Basic to Advanced level) in the TOLES exam (Legal English)

**The Inside Track to Law School Success** Carolina Academic Press LLC

"Absolute Legal English is a practical and stimulating course book for students of law and practising lawyers who wish to work in an international legal environment and need to extend their language skills. It is particularly useful for candidates preparing for the ILEC exam"-back cover.

*English for Law in Higher Education Studies* Pearson Higher Ed

English is the dominant language of international business relations, and a good working knowledge of the language is essential for today's legal or business professional. Legal English provides a highly practical approach to the use of English in commercial legal contexts, and covers crucial law terminology and legal concepts. Written with the needs of both students and practitioners in mind, this book is particularly suitable for readers whose first language is not English but need to use English on a regular basis in legal contexts. The book covers both written and oral legal communication in typical legal situations in a straightforward manner. As well as including chapters on grammar and punctuation for legal writing, the book features sections on contract-drafting, language for negotiation, meetings and telephone conversations. This edition contains additional troubleshooting tips for legal writing, guidance on good style, and new sections on writing law essays and applying for legal positions.

*Using Language in Legal Contexts* West Academic Publishing

This book explores the interface between law and popular culture, two subjects of enormous current importance and influence. Exploring how they affect each other, each chapter discusses a legally themed film or television show, such as *Philadelphia* or *Dead Man Walking*, and treats it as both a cultural and a legal text, illustrating how popular culture both constructs our perceptions of law, and changes the way that players in the legal system behave. Written without theoretical jargon, *Law and Popular Culture: A Course Book* is intended for use in undergraduate or graduate courses and can be taught by anyone who enjoys pop culture and is interested in law.

**Open Book** John Wiley & Sons

*English for Law in Higher Education Studies* The Garnet Education English for Specific Academic Purposes series won the Duke of Edinburgh English Speaking Union English Language Book Award in 2009. *English for Law* is a skills-based course designed specifically for students of law who are about to enter English-medium tertiary level studies. It provides carefully graded practice and progressions in the key academic skills that all students need, such as listening to lectures and speaking in seminars. It also equips students with the specialist legal language they need to participate successfully within a legal studies faculty. Extensive listening exercises come from law lectures, and all reading texts are taken from the same field of study. There is also a focus throughout on the key legal vocabulary that students will need. The Teacher's Book includes: Comprehensive teaching notes on all exercises to help teachers prepare effective lessons Complete answer keys to all exercises Full transcripts of listening exercises Facsimiles of Course Book pages at the appropriate point in each unit Photocopiable resource pages and ideas for additional activities The Garnet English for Specific Academic Purposes series covers a range of academic subjects. All titles present the same skills and vocabulary points. Teachers can therefore deal with a range of ESAP courses at the same time, knowing that each subject title will focus on the same key skills and follow the same structure. Key Features Systematic approach to developing academic skills through relevant



content. Focus on receptive skills (reading and listening) to activate productive skills (writing and speaking) in subject area. Eight-page units combine language and academic skills teaching. Vocabulary and academic skills bank in each unit for reference and revision. Audio CDs for further self-study or homework. Ideal coursework for EAP teachers.

**The Blue Book of Grammar and Punctuation** Cambridge University Press

'English for Tax Professionals' is a Business English course book designed to address the specific language needs of tax consultants, tax lawyers, tax accountants, auditors, tax agency officials and numerous other tax professionals. The Book offers a 100% target language set in the right context, along with the guidance on how to learn new vocabulary, concise revision of key structures, speaking activities, writing tasks and a complete glossary of terms. The Teacher's Book is an

essential companion to the Student's Book, created with a view to enabling teachers with little or no experience in teaching taxation topics to deliver an effective and confident 'English for Tax Professionals' class. The Book benefits more experienced teachers by significantly reducing their lesson preparation time, enhancing their teaching skills and providing a rich source of additional activities. The Book offers detailed and clear instructions on how to teach the course, along with relevant background information on taxation topics discussed and numerous Extra Activities, designed to provide the context and opportunity for further practice. Key Features: classroom tested careful selection of relevant topics systematic vocabulary building by thematic areas guided speaking and writing exercises grammar revision in taxation context a clear and recognisable unit pattern a complete glossary of terms

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