



# Postgraduate Diploma Legal English

» Modality: online

» Duration: 6 months

» Certificate: TECH Technological University

» Dedication: 16h/week

» Schedule: at your own pace

» Exams: online

 $We b site: {\color{blue}www.techtitute.com/us/school-of-business/postgraduate-diploma/postgraduate-diploma-legal-english} \\$ 

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# 01 **Welcome**

The legal lexicon is one of the most difficult to master in any language. It has a lot of technicalities and nuances that make it difficult to assimilate completely, even more so in English. The business world is closely related to legal language and, in order to operate in this environment at an international level, it is useful to have some knowledge of this particular vocabulary. For this reason, this program offers its students the best knowledge of legal jargon in English, so that they can provide their companies with new ways of progressing in other geographical areas, thus achieving business success.









# tech 08 | Why Study at TECH?

# At TECH Technological University



#### **Innovation**

The university offers an online learning model that combines the latest educational technology with the most rigorous teaching methods. A unique method with the highest international recognition that will provide students with the keys to develop in a rapidly-evolving world, where innovation must be every entrepreneur's focus.

"Microsoft Europe Success Story", for integrating the innovative, interactive multi-video system.



# The Highest Standards

Admissions criteria at TECH are not economic. Students don't need to make a large investment to study at this university. However, in order to obtain a qualification from TECH, the student's intelligence and ability will be tested to their limits. The institution's academic standards are exceptionally high...

95%

of TECH students successfully complete their studies



# Networking

Professionals from countries all over the world attend TECH, allowing students to establish a large network of contacts that may prove useful to them in the future.

100,000+

200+

executives trained each year

different nationalities



### **Empowerment**

Students will grow hand in hand with the best companies and highly regarded and influential professionals. TECH has developed strategic partnerships and a valuable network of contacts with major economic players in 7 continents.

500+

collaborative agreements with leading companies



#### **Talent**

This program is a unique initiative to allow students to showcase their talent in the business world. An opportunity that will allow them to voice their concerns and share their business vision.

After completing this program, TECH helps students show the world their talent.



# **Multicultural Context**

While studying at TECH, students will enjoy a unique experience. Study in a multicultural context. In a program with a global vision, through which students can learn about the operating methods in different parts of the world, and gather the latest information that best adapts to their business idea.

TECH students represent more than 200 different nationalities.



TECH strives for excellence and, to this end, boasts a series of characteristics that make this university unique:



#### **Analysis**

TECH explores the student's critical side, their ability to question things, their problem-solving skills, as well as their interpersonal skills.



#### **Academic Excellence**

TECH offers students the best online learning methodology. The university combines the Relearning method (a postgraduate learning methodology with the highest international rating) with the Case Study. A complex balance between tradition and state-of-the-art, within the context of the most demanding academic itinerary.



# **Economy of Scale**

TECH is the world's largest online university. It currently boasts a portfolio of more than 10,000 university postgraduate programs. And in today's new economy, **volume + technology = a ground-breaking price**. This way, TECH ensures that studying is not as expensive for students as it would be at another university.





#### Learn with the best

In the classroom, TECH's teaching staff discuss how they have achieved success in their companies, working in a real, lively, and dynamic context. Teachers who are fully committed to offering a quality specialization that will allow students to advance in their career and stand out in the business world.

Teachers representing 20 different nationalities.



At TECH, you will have access to the most rigorous and up-to-date case studies in the academic community"





# tech 12 | Why Our Program?

This program will provide students with a multitude of professional and personal advantages, particularly the following:



## A significant career boost

By studying at TECH, students will be able to take control of their future and develop their full potential. By completing this program, students will acquire the skills required to make a positive change in their career in a short period of time.

70% of participants achieve positive career development in less than 2 years.



# Develop a strategic and global vision of companies

TECH offers an in-depth overview of general management to understand how each decision affects each of the company's different functional areas.

Our global vision of companies will improve your strategic vision.



# Consolidate the student's senior management skills

Studying at TECH means opening the doors to a wide range of professional opportunities for students to position themselves as senior executives, with a broad vision of the international environment.

You will work on more than 100 real senior management cases.



# Take on new responsibilities

The program will cover the latest trends, advances and strategies, so that students can carry out their professional work in a changing environment.

45% of graduates are promoted internally.



# Access to a powerful network of contacts

TECH connects its students to maximize opportunities. Students with the same concerns and desire to grow. Therefore, partnerships, customers or suppliers can be shared.

You will find a network of contacts that will be instrumental for professional development.



# Thoroughly develop business projects

Students will acquire a deep strategic vision that will help them develop their own project, taking into account the different areas in companies.

20% of our students develop their own business idea.



# Improve soft skills and management skills

TECH helps students apply and develop the knowledge they have acquired, while improving their interpersonal skills in order to become leaders who make a difference.

Improve your communication and leadership skills and enhance your career.



# Be part of an exclusive community

Students will be part of a community of elite executives, large companies, renowned institutions, and qualified professors from the most prestigious universities in the world: the TECH Technological University community.

We give you the opportunity to train with a team of world renowned teachers.





# tech 16 | Objectives

Their students' goals are TECH's goals too. Working together to achieve them.

This Postgraduate Diploma in Legal English will enable the students to:



Solve basic and simple communicative tasks in order to fulfil their functions both in a work environment and in everyday situations



Use the linguistic resources required to manage in workplace communication situations



Interact and express yourself in these situations in an independent and adequate manner, in a standard register in written and oral communication





Define the most relevant social aspects of everyday life situations, and recognize the most common forms of social relationships



Develop resources and tools that enable them to assess and improve their own learning and use of the language



Be able to understand the main points of clear, standard-language texts on familiar matters, whether in work study or leisure situations



Be able to produce simple and coherent texts on topics that are familiar to their work, or in which they have a personal interest





Be able to describe work experiences, events, wishes and aspirations, as well as briefly justify their opinions or explain their work plans



Know how to cope in most of the situations that may arise in the workplace where English is used as the lingua franca



Recognize how cultural differences can affect communication between people of different nationalities





# tech 20 | Structure and Content

# **Syllabus**

The legal field has a series of particularities that make it very difficult to understand without a thorough and specific education in the subject. This problem is magnified when it also involves another language. When speaking about such a complex subject matter in a language that is not your mother tongue, you have to pay special attention so that the legal nuances do not escape you, being able to understand in a general way what you are talking about, whether it is regulations or contracts, for example.

But, in addition, if it is legal terminology but applied to the business field, the complexity becomes even greater, since there is a large specialization in this sector. For that reason, very specific and concrete knowledge is needed to understand all this jargon and be able to respond to the challenges it can bring.

Therefore, TECH has created this
Postgraduate Diploma in Legal English
to provide its students with the essential
knowledge of the subject in English so
that they can apply it in their business and
become indispensable personnel.

This Postgraduate Diploma takes place over 6 months and is divided into 3 modules:

Module 1	Legal English
Module 2	Incident Resolution and Interdepartmental Communication
Module 3	Networking, Social Networks, and Intercultural Communication



# Where, when and how is it taught?

TECH offers the possibility of developing this Postgraduate Diploma in Legal English completely online. Over the course of 6 months, you will be able to access all the contents of this program at any time, allowing you to self-manage your study time.

A unique, key, and decisive educational experience to boost your professional development and make the definitive leap.

# tech 22 | Structure and Content

Мос	<b>dule 1.</b> Legal English						
1.1.	General Information about Hiring and the Human Resources Department	1.2.	General Information on Corporate Law	1.3.	Simple Legal Terminology in the Sale of Goods and Services	1.4.	Simple Intellectual Property Terminology
1.5.	Generalities about Competition	1.6.	Introduction to Transnational Commercial Laws	1.7.	General Information on Agreements, Standards, and Lawsuits	1.8.	Non-Compliance with Regulations and Laws. Fines
1.9.	General Corporate Terminology	1.10	Simple Application for Licenses and Authorizations				
Mod	dule 2. Incident Resolution and Interdep	artmer	ntal Communication				
2.1.	General Information about the Departments and Positions in a Company	2.2.	Simple Responsibilities and Duties of Departments and Positions	2.3.	Hierarchies in the Workplace	2.4.	Types of Incidents and Simple Complaints
2.5.	Facing and Resolving Simple Incidents and Complaints	2.6.	Unilateral Communication in the Business Environment	2.7.	Bilateral Communication in the Business Environment	2.8.	Voluntary Resignations and Vacation Requests
2.9.	Medical and Maternity/Paternity Leave	2.10.	Warning and Dismissal Procedures				
Mod	<b>dule 3.</b> Networking, Social Networks, and	d inter	cultural communication				
	Companionship and Out-of-Hours Contact		Working in Multicultural Teams	3.3.	General Information on Communicative Differences according to Linguistic Regions	3.4.	Corporate Advertising Campaigns in Social Networks
3.5.	Analysis of Simple Business Posts on Social Networking Sites	3.6.	Intercultural Language Barriers	3.7.	Using Social Networking Sites to Promote Goods and Services	3.8.	A Good Work Atmosphere
3.9.	Simple Problems in the Work Environment	3.10	General and Simple Business Rules in Relation to Interpersonal Aspects				

# Structure and Content | 23 tech





You are ambitious and looking for the best knowledge: this program has it to offer"



This academic program offers students a different way of learning. Our methodology uses a cyclical learning approach: **Relearning.** 

This teaching system is used, for example, in the most prestigious medical schools in the world, and major publications such as the **New England Journal of Medicine** have considered it to be one of the most effective.





# tech 26 | Methodology

# TECH Business School uses the Case Study to contextualize all content

Our program offers a revolutionary approach to developing skills and knowledge. Our goal is to strengthen skills in a changing, competitive, and highly demanding environment.





This program prepares you to face business challenges in uncertain environments and achieve business success.



Our program prepares you to face new challenges in uncertain environments and achieve success in your career.

# A learning method that is different and innovative

This TECH program is an intensive educational program, created from scratch to present executives with challenges and business decisions at the highest level, whether at the national or international level. This methodology promotes personal and professional growth, representing a significant step towards success. The case method, a technique that lays the foundation for this content, ensures that the most current economic, social and business reality is taken into account.



You will learn, through collaborative activities and real cases, how to solve complex situations in real business environments"

The case method has been the most widely used learning system among the world's leading business schools for as long as they have existed. The case method was developed in 1912 so that law students would not only learn the law based on theoretical content. It consisted of presenting students with real-life, complex situations for them to make informed decisions and value judgments on how to resolve them. In 1924, Harvard adopted it as a standard teaching method.

What should a professional do in a given situation? This is the question we face in the case method, an action-oriented learning method. Throughout the program, the studies will be presented with multiple real cases. They must integrate all their knowledge, research, argue and defend their ideas and decisions.

# tech 28 | Methodology

# Relearning Methodology

TECH effectively combines the Case Study methodology with a 100% online learning system based on repetition, which combines different teaching elements in each lesson.

We enhance the Case Study with the best 100% online teaching method: Relearning.

Our online system will allow you to organize your time and learning pace, adapting it to your schedule. You will be able to access the contents from any device with an internet connection.

At TECH you will learn using a cutting-edge methodology designed to train the executives of the future. This method, at the forefront of international teaching, is called Relearning.

Our online business school is the only one in the world licensed to incorporate this successful method. In 2019, we managed to improve our students' overall satisfaction levels (teaching quality, quality of materials, course structure, objectives...) based on the best online university indicators.



# Methodology | 29 **tech**

In our program, learning is not a linear process, but rather a spiral (learn, unlearn, forget, and re-learn). Therefore, we combine each of these elements concentrically. With this methodology we have trained more than 650,000 university graduates with unprecedented success in fields as diverse as biochemistry, genetics, surgery, international law, management skills, sports science, philosophy, law, engineering, journalism, history, markets, and financial instruments. All this in a highly demanding environment, where the students have a strong socio-economic profile and an average age of 43.5 years.

Relearning will allow you to learn with less effort and better performance, involving you more in your specialization, developing a critical mindset, defending arguments, and contrasting opinions: a direct equation to success.

From the latest scientific evidence in the field of neuroscience, not only do we know how to organize information, ideas, images and memories, but we know that the place and context where we have learned something is fundamental for us to be able to remember it and store it in the hippocampus, to retain it in our long-term memory.

In this way, and in what is called neurocognitive context-dependent e-learning, the different elements in our program are connected to the context where the individual carries out their professional activity.

This program offers the best educational material, prepared with professionals in mind:



#### **Study Material**

All teaching material is produced by the specialists who teach the course, specifically for the course, so that the teaching content is highly specific and precise.

These contents are then applied to the audiovisual format, to create the TECH online working method. All this, with the latest techniques that offer high quality pieces in each and every one of the materials that are made available to the student.



#### Classes

There is scientific evidence suggesting that observing third-party experts can be useful.

Learning from an Expert strengthens knowledge and memory, and generates confidence in future difficult decisions.



### **Management Skills Exercises**

They will carry out activities to develop specific executive competencies in each thematic area. Practices and dynamics to acquire and develop the skills and abilities that a high-level manager needs to develop in the context of the globalization we live in.



#### **Additional Reading**

Recent articles, consensus documents and international guidelines, among others. In TECH's virtual library, students will have access to everything they need to complete their course.





Students will complete a selection of the best case studies chosen specifically for this program. Cases that are presented, analyzed, and supervised by the best senior management specialists in the world.



#### **Interactive Summaries**

The TECH team presents the contents attractively and dynamically in multimedia lessons that include audio, videos, images, diagrams, and concept maps in order to reinforce knowledge.



This exclusive educational system for presenting multimedia content was awarded by Microsoft as a "European Success Story".

#### **Testing & Retesting**

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We periodically evaluate and re-evaluate students' knowledge throughout the program, through assessment and self-assessment activities and exercises, so that they can see how they are achieving their goals.



30%



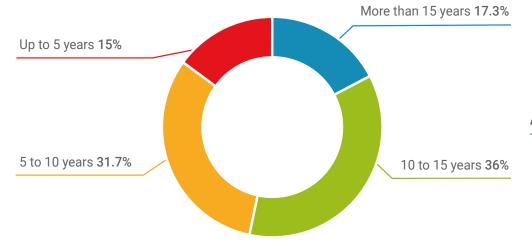


# tech 34 | Our Students' Profiles

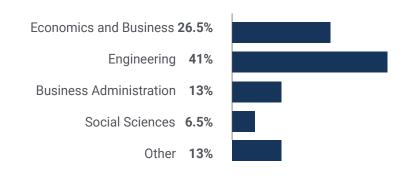


Between **35** and **45** years old

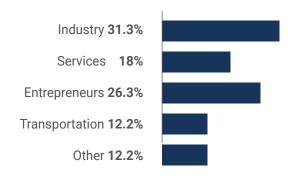
# **Years of Experience**



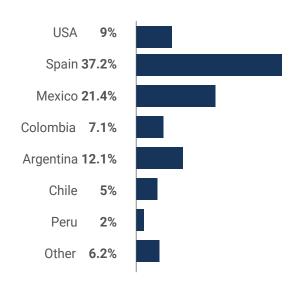
# **Training**



## **Academic Profile**



# **Geographical Distribution**





# **Gonzalo Santamarta**

### Entrepreneur

"Legal language has terminology that you have to master if you want to do business internationally, which is why this program was so useful to me: it made things easier, and I was able to sign many new agreements with companies abroad"





# Are you ready to take the leap? Excellent professional development awaits you

TECH's Postgraduate Diploma in Legal English is an intensive and comprehensive program that prepares its students to face all the challenges that may arise in relation to the legal and business environment in English. Its main objective is to promote the personal and professional growth of its students. Helping students achieve success.

A program that will add value to the CV of all professionals in the sector.

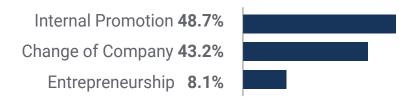
Business is a competitive world: stand out with this Postgraduate Diploma.

TECH students get the opportunities they were looking for soon after graduation.

#### When the change occurs



#### Type of change



### Salary increase

This program represents a salary increase of more than 23.65% for our students

\$59,000

A salary increase of

23.65%

\$73,000





# tech 42 | Benefits for Your Company

Developing and retaining talent in companies is the best long-term investment.



#### **Intellectual Capital and Talent Growth**

The professional will introduce the company to new concepts, strategies, and perspectives that can bring about significant changes in the organization.



# Retaining high-potential executives to avoid talent drain

This program strengthens the link between the company and the professional and opens new avenues for professional growth within the company.



#### **Building agents of change**

You will be able to make decisions in times of uncertainty and crisis, helping the organization overcome obstacles.



#### Increased international expansion possibilities

Thanks to this program, the company will come into contact with the main markets in the world economy.





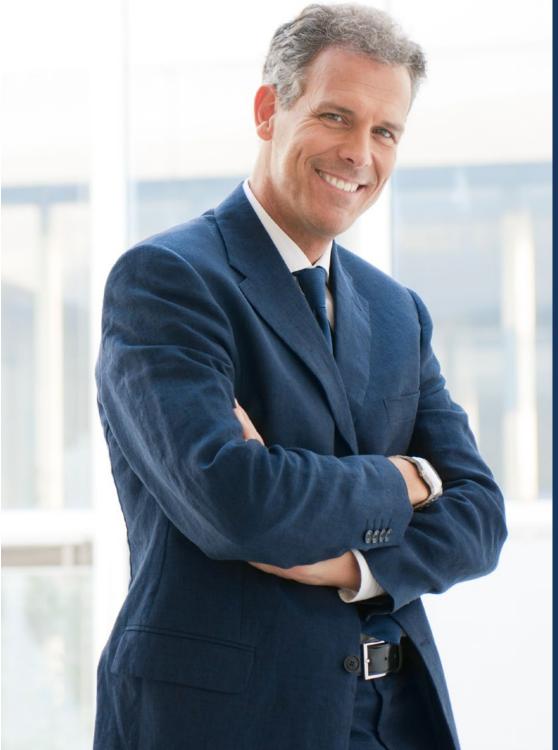
### **Project Development**

Professionals can work on a real project or develop new projects in the field of R&D or Business Development of your company.



## Increased competitiveness

This Postgraduate Diploma will equip students with the skills to take on new challenges and drive the organization forward.







## tech 46 | Certificate

This **Postgraduate Diploma in Legal English** contains the most complete and up-to-date program on the market.

After the student has passed the assessments, they will receive their corresponding **Postgraduate Diploma** issued by **TECH Technological University** via tracked delivery\*.

The diploma issued by **TECH Technological University** will reflect the qualification obtained in the Postgraduate Diploma, and meets the requirements commonly demanded by labor exchanges, competitive examinations, and professional career evaluation committees.

Title: **Postgraduate Diploma in Legal English** Official No of Hours: **450 h.** 



<sup>\*</sup>Apostille Convention. In the event that the student wishes to have their paper diploma issued with an apostille, TECH EDUCATION will make the necessary arrangements to obtain it, at an additional cost.



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