Postgraduate Diploma
Legal English

tech *technological university*

Postgraduate Diploma
Legal English

- » Modality: **online**
- » Duration: **6 months**
- » Certificate: **TECH Technological University**
- » Dedication: **16h/week**
- » Schedule: **at your own pace**
- » Exams: **online**

Index

01
Introduction

English is the main language of communication in globalised business environments. It is the language that unites everyone and facilitates successful international business relations. With this in mind, TECH has gone a step further, and offers its students a specific program on Legal English, so that students will learn, from native teachers, the vocabulary and main expressions that can be used in the legal-business field. Thus, they will be able to access Human Resources departments, but also to deal with simple complaints and incidents in English.

"
A comprehensive programme that will enable you to understand and use everyday legal expressions, giving you the fluency you need to speak English at work"

In globalised environments, companies need qualified professionals with sufficient knowledge of English to be able to communicate fluently in different business fields. However, for many, learning English is still a handicap. That is why they are looking for programmes with native teachers with whom they can learn little by little, improving their communicative skills.

This Postgraduate Diploma in Legal English goes one step further and, instead of teaching these more basic English skills, offers students the opportunity to improve their skills by learning simple legal English vocabulary and idiomatic expressions. Thus, the student will learn from the necessary resources for the resolution of incidents, and interdepartmental communication, to general information on international laws, but also more innovative concepts such as Networking and the main strategies for communication through social networks, among other aspects. In this way, this Postgraduate Diploma is the perfect complement between autonomous work, classes with highly qualified native speakers and top-quality didactic material, applied to the working reality of the 21st century.

Undoubtedly, a programme that will mark a turning point for students who have little knowledge of English, but who wish, in a short time, to acquire the skills to be able to handle simple and useful legal concepts for their professional development. A programme that is taught in a 100% online format, giving students the opportunity to self-manage their study time and combine it perfectly with the rest of their daily obligations, whether personal or professional.

This **Postgraduate Diploma in Legal English** contains the most complete and up-to-date educational programme. Its most notable features are:

- Practical case studies presented by English teachers
- The graphic, schematic, and practical contents provide students with scientific and practical information on the disciplines that are essential for professional practice
- Practical exercises where the self-assessment process can be carried out to improve learning
- Special emphasis on innovative methodologies for teaching languages
- Theoretical lessons, questions to the expert, debate forums on controversial topics, and individual reflection assignments
- Content that is accessible from any fixed or portable device with an Internet connection

Improve your English language skills and get up to speed on key international trade laws"

" *Most companies demand professionals with high levels of English. TECH gives you the keys to achieve it, but you have to start from the ground up. So don't think twice and sign up for this Postgraduate Diploma"*

Study with native teachers and you will see your English improve in no time.

Learning English will open doors to a wider and more competitive job market.

Its teaching staff includes native English teachers, who bring to this program the experience of their work, as well as recognized specialists from leading societies and prestigious universities.

The multimedia content, developed with the latest educational technology, will provide the professional with situated and contextual learning, i.e., a simulated environment that will provide an immersive training experience designed to train students for real-life situations.

This program is designed around Problem-Based Learning, whereby the student must try to solve the different professional practice situations that arise throughout the program. For this purpose, the student will be assisted by an innovative interactive video system created by renowned and experienced experts.

Objectives

By completing this Postgraduate Diploma with TECH, students will learn legal English at a basic level, so that they will be able to understand the regulations related to their job, as well as to participate in the management of administrative tasks and the human resources department, always working in this language. The aim is to offer students this key specialisation, which will mark a turning point in their qualifications and open the doors to a more ambitious job market.
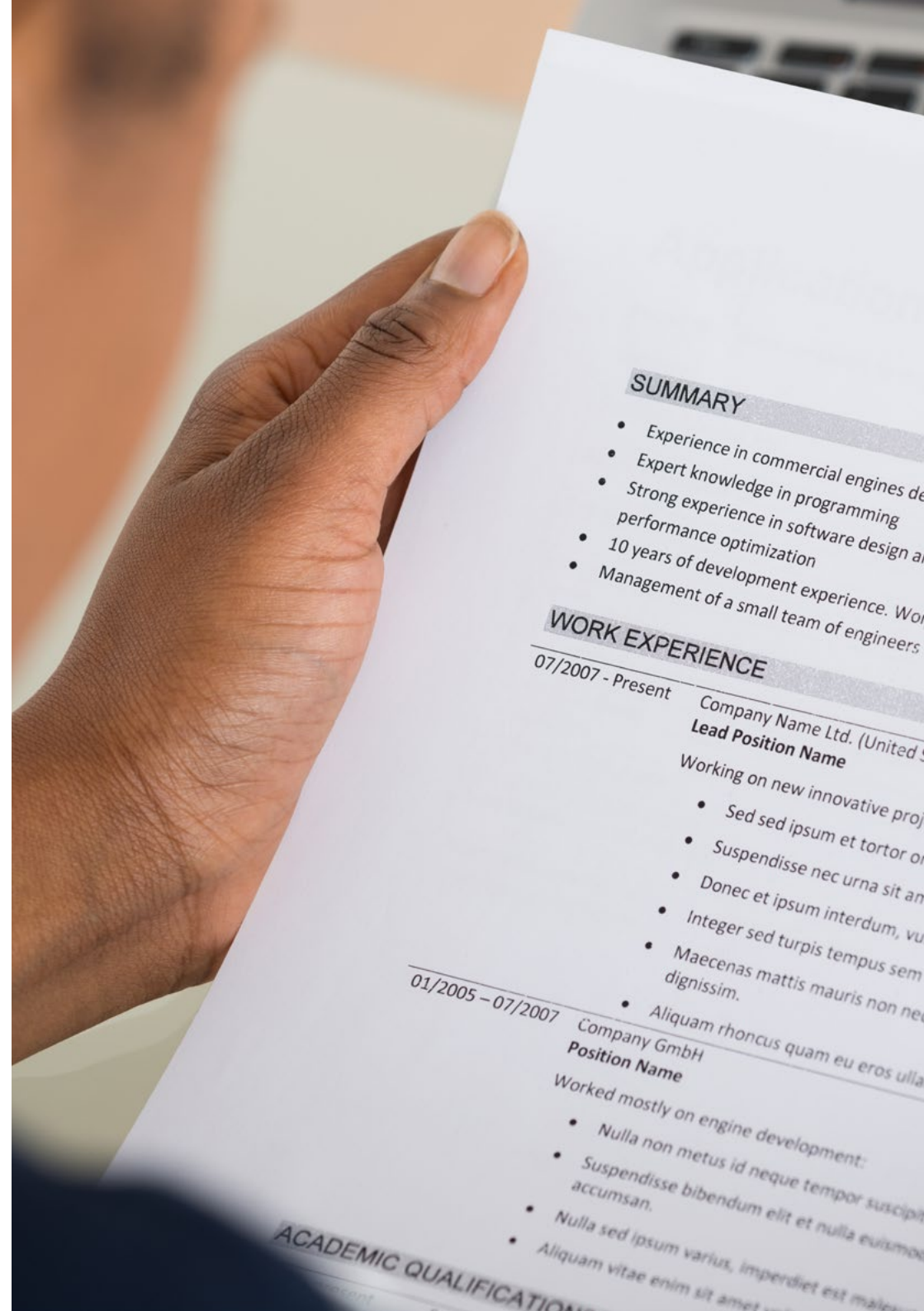
At the end of this Postgraduate Diploma, you will be able to solve small incidents in your company, communicating in English"

General Objectives

- Solve basic and simple communicative tasks in order to carry out their functions, both in a work environment and in everyday 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

- Use the linguistic resources necessary to get by in workplace communication situations

- 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 texts in standard language texts if they deal with familiar matters, whether in work or personal situations

- Know how to cope in most situations, which may arise in the workplace, where English is used as a lingua franca

- 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

Specific Objectives

Module 1. Legal English

- Be able to understand Legal and Business Law-related vocabulary and its context
- Understand the difference between key concepts
- Communicate information in a general way about international law, without going into specific topics
- Understand the most common legal textual typologies
- Know how to fill in simple documents, such as licenses, and authorizations, even using other resources, such as dictionaries

Module 2. Incident Resolution and Interdepartmental Communication

- Produce simple oral texts, paying attention to differences in register.
- Understand and use simple vocabulary related to departments and positions in a company
- Respond to incidents and administrative formalities, following the rules of the typical textual genres of the business world
- Relate appropriately with the client, using simple expressions that respect the rules of politeness
- Use a series of simple connectors and other elements to ensure coherence of discourse
- Use vocabulary and descriptive expressions of the business structure

Module 3. Networking, Social Networks and Intercultural Communication

- Recognize how cultural differences can affect communication between people of different nationalities
- Understand the importance of building a strong corporate culture, especially in multicultural environments
- Use some discursive resources to overcome possible communication barriers.
- Know how to use digital tools in a foreign Language, to enhance the development, and success of the of the company
- Easily recognize and understand linguistic differences between speakers of different nationalities, without hindering communication
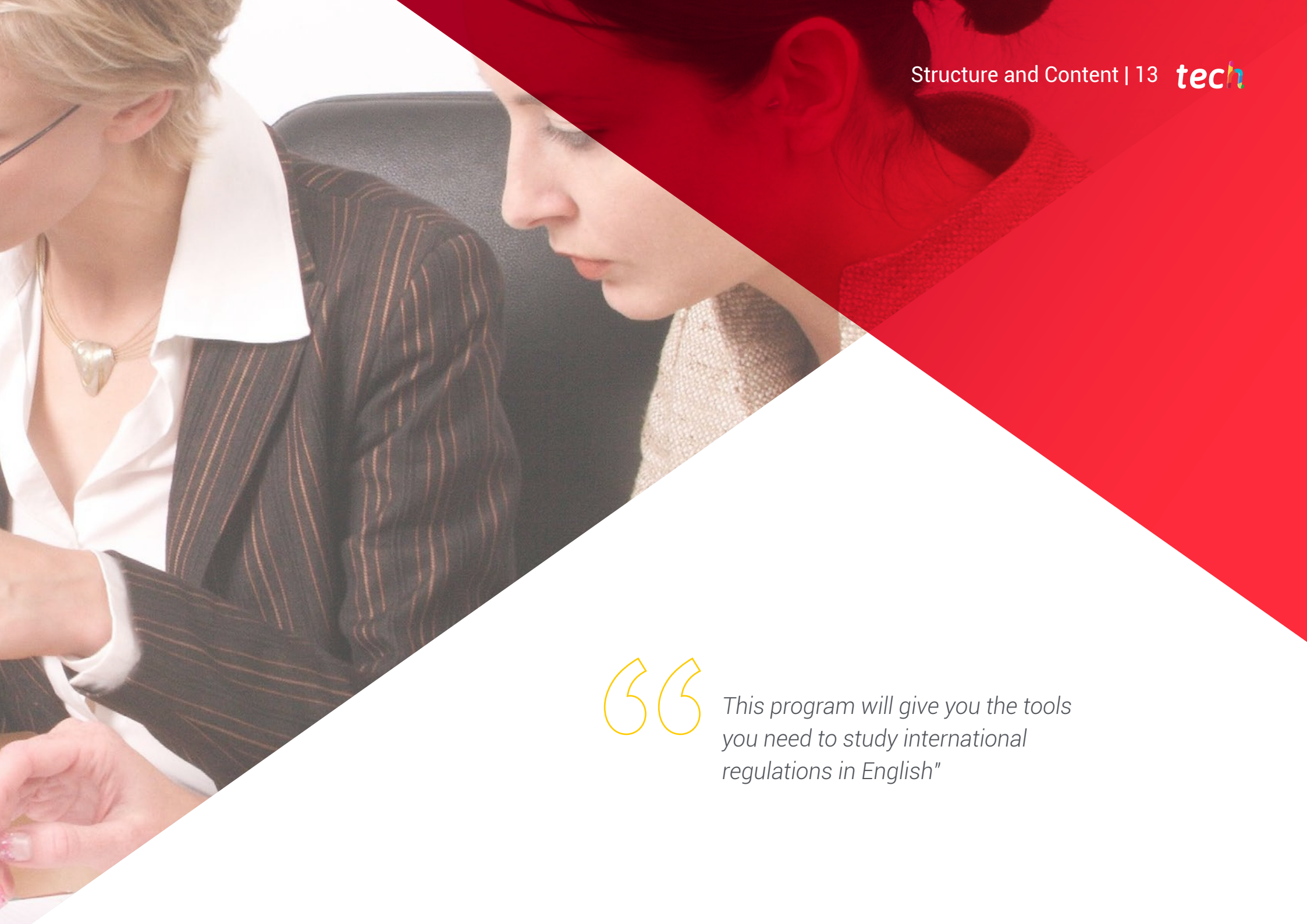- Be able to talk about diffculties and solutions to common problems at work, using simple expressions

This programme will give you the tools, so that you will be able to talk to native speakers in English"

Structure and Content

Knowing English is essential for all professionals, but when working in international companies, this skill becomes an added value. For this reason, TECH has designed this programme, aimed at a profile of students who must first consolidate their basic skills. This program focuses on legal English, providing students with the most basic terminology to be able to work in legal environments and in human resources departments.
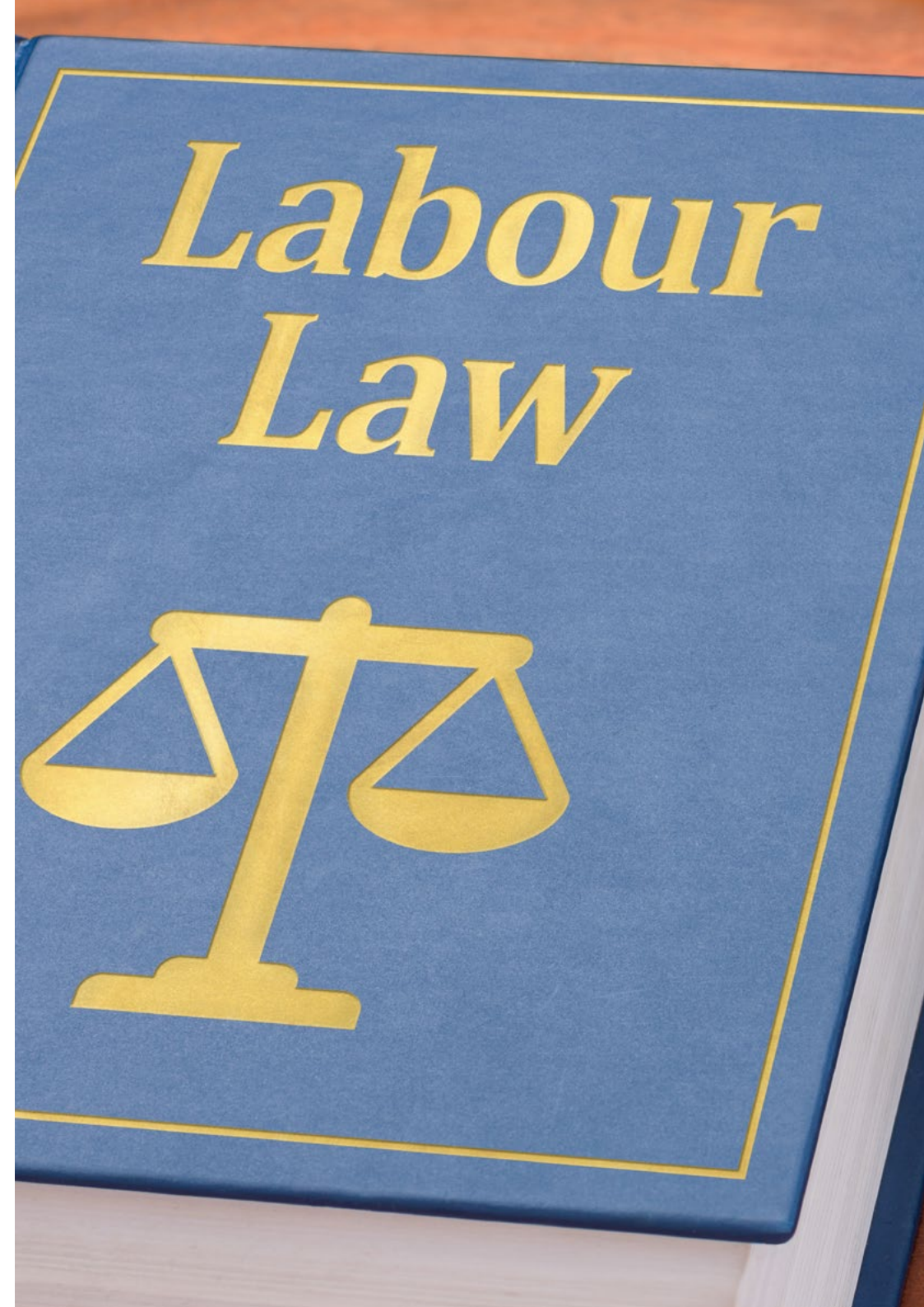
This program will give you the tools you need to study international regulations in English"

Module 1. Legal English

1.1.   General Information on Recruitment 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

Module 2. Incident Resolution and Interdepartmental 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

Module 3. Networking, social networks and intercultural communication

3.1.   Companionship and Out-of-Hours Contact
3.2.   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

A first-class program, which will allow you to develop successfully in the human resources department of foreign companies"

04
Methodology

This training program offers 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.
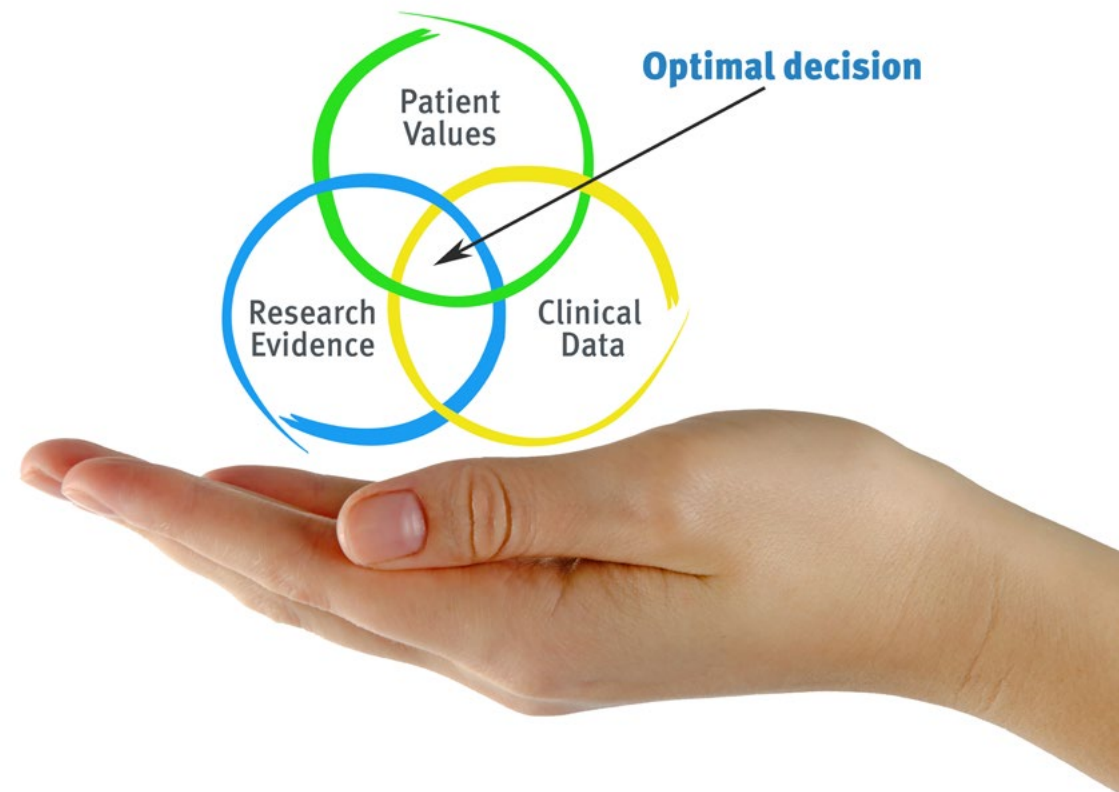
Discover Relearning, a system that abandons conventional linear learning, to take you through cyclical teaching systems: a way of learning that has proven to be extremely effective, especially in subjects that require memorization"

At TECH Education School we use the Case Method

In a given situation, what should a professional do? Throughout the program students will be presented with multiple simulated cases based on real situations, where they will have to investigate, establish hypotheses and, finally, resolve the situation. There is an abundance of scientific evidence on the effectiveness of the method.

With TECH, educators can experience a learning methodology that is shaking the foundations of traditional universities around the world.

It is a technique that develops critical skills and prepares educators to make decisions, defend their arguments, and contrast opinions.

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Did you know that this method was developed in 1912, at Harvard, for law students? The case method consisted of presenting students with real-life, complex situations for them to make decisions and justify their decisions on how to solve them. In 1924, Harvard adopted it as a standard teaching method"

The effectiveness of the method is justified by four fundamental achievements:

1. Educators who follow this method not only grasp concepts, but also develop their mental capacity, by evaluating real situations and applying their knowledge.

2. The learning process is solidly focused on practical skills that allow educators to better integrate the knowledge into daily practice.

3. Ideas and concepts are understood more efficiently, given that the example situations are based on real-life teaching.

4. Students like to feel that the effort they put into their studies is worthwhile. This then translates into a greater interest in learning and more time dedicated to working on the course.

Relearning Methodology

At TECH we enhance the case method with the best 100% online teaching methodology available: Relearning.

Our University is the first in the world to combine case studies with a 100% online learning system based on repetition, combining a minimum of 8 different elements in each lesson, which represent a real revolution with respect to simply studying and analyzing cases.

Educators will learn through real cases and by solving complex situations in simulated learning environments. These simulations are developed using state-of-the-art software to facilitate immersive learning.

01 learning from evidence

02 relearning from evidence

03 testing

04 learning from an expert

05 neurocognitive context dependent learning

06 Von-Restorff effect

07 case based learning through storytelling

08 competencies testing (retesting)

At the forefront of world teaching, the Relearning method has managed to improve the overall satisfaction levels of professionals who complete their studies, with respect to the quality indicators of the best online university (Columbia University).

With this methodology we have trained more than 85,000 educators with unprecedented success in all specialties. All this in a highly demanding environment, where the students have a strong socio-economic profile and an average age of 43.5 years.
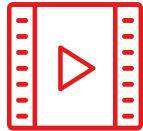
Relearning will allow you to learn with less effort and better performance, involving you more in your specialization, developing a critical mindset, defending arguments, and contrasting opinions: a direct equation to success.

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.

The overall score obtained by our learning system is 8.01, according to the highest international standards.

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

Study Material

All teaching material is produced by the specialist educators who teach the course, specifically for the course, so that the teaching content is really 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.

Educational Techniques and Procedures on Video

TECH introduces students to the latest techniques, with the latest educational advances, and to the forefront of Education. All this, first-hand, with the maximum rigor, explained and detailed for your assimilation and understanding. And best of all, you can watch them as many times as you want.
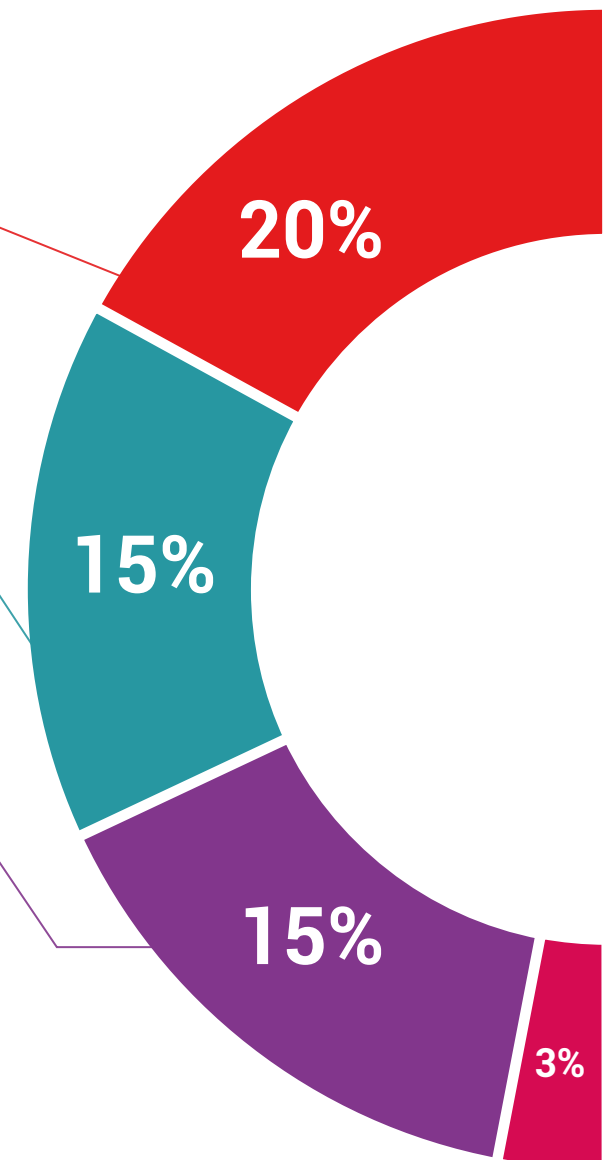
Interactive Summaries

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.
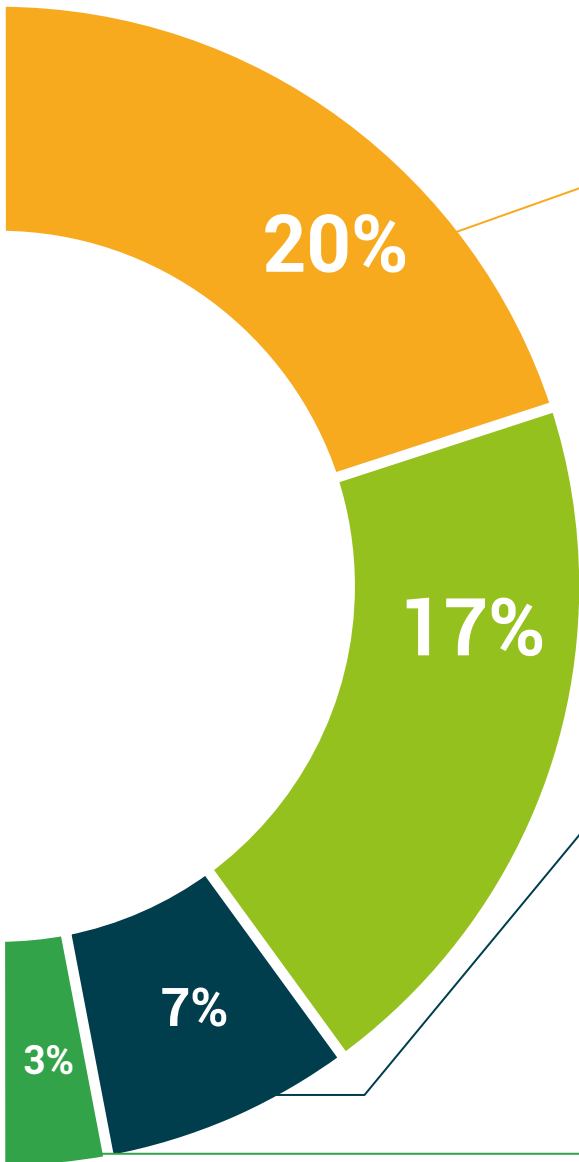
This exclusive multimedia content presentation training Exclusive system was awarded by Microsoft as a "European Success Story".

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.

20%

15%

15%

3%

20%

17%

7%

3%

Expert-Led Case Studies and Case Analysis

Effective learning ought to be contextual. Therefore, TECH presents real cases in which the expert will guide students, focusing on and solving the different situations: a clear and direct way to achieve the highest degree of understanding.

Testing & Retesting

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 your goals.

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.

Quick Action Guides

TECH offers the most relevant contents of the course in the form of worksheets or quick action guides. A synthetic, practical, and effective way to help students progress in their learning.

Certificate

The Postgraduate Diploma in the Legal English guarantees students, in addition to the most rigorous and up-to-date education, access to a Postgraduate Diploma issued by TECH Technological University.

" *Successfully complete this program and receive your university qualification without having to travel or fill out laborious paperwork"*

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.**

tech technological university

Awards the following
DIPLOMA
to
Mr./Ms. _____, with identification number _____.
For having passed and accredited the following program

POSTGRADUATE DIPLOMA
in
Legal English

This is a qualification awarded by this University, equivalent to 450 hours, with a start date of dd/mm/yyyy and an end date of dd/mm/yyyy.

TECH is a Private Institution of Higher Education recognized by the Ministry of Public Education as of June 28, 2018.

June 17, 2020

Tere Guevara Navarro
Dean

This qualification must always be accompanied by the university degree issued by the competent authority to practice professionally in each country. Unique TECH Code: AFWORD23S techtitute.com/certificates

*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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