



2014 Legal English Webinars

About Us

The Pyramid Group is a leading global provider of English for Specific Purposes (ESP) and in particular Legal English. We have a presence in over 40 countries worldwide. We also have over 10 accredited exam centres for TOLES (Test of Legal English Skills), the world's leading Legal English exam. All of our trainers are dual qualified in law and English language teaching.

In addition to webinars and TOLES, we also offer in-house training and one-to-one courses for lawyers and legal translators.

The Trainer

Jeff Heasman is a native English speaker and qualified language trainer. He has worked at some of the UK's most prestigious law firms as a litigator. He has experience of dealing with cases up to the Court of Appeal in London, as well as having been a senior liability adjuster within the world's largest insurance claims management company.

In addition to having significant industry expertise Jeff has been responsible for establishing Legal English testing centres across Europe, Scandinavia, Africa and South America. He has been a lecturer in the law of torts and Dean of the Faculty of Law at Cavendish University in Zambia, a tutor in Legal English at Swansea University in the UK and a trainer in the language of international negotiation skills at a private university in Spain.

The Webinars

Ten webinars in total will be delivered throughout 2014, each lasting two hours. You can sign up for all ten or just one. Registration details are shown below.

Each webinar will start at **8pm GMT** and will be delivered through **WebEx**. No special software is needed - just a device with internet connection, a microphone and a webcam. You can join lawyers from all around the world and learn from the comfort of your office or home. The webinar dates and topics are as follows:

11 March 2014 - Company Formation

The focus will be on the language of company formation, the different types of company that can be formed and key documentation that is typically drafted by a lawyer, such as memorandum of association.



8 April 2014 - Capitalisation

The module focuses on legal terminology relating to how a company raises capital during and after the formation stage. There is a particular focus on the language relating to shares and the relationship between shareholders and company management boards.

13 May 2014 - Management & Control

There are a number of different ways in which companies are formed and the language relating to the management and control of each can vary considerably. This module focuses on the language specific to the different types of entity and how they are managed and operated.

10 June 2014 - Contract Formation

This module teaches the key language of international contract formation from the initial drafting to enforceability as well as an introduction to the language of negotiation, which is dealt with in more detail later in the course.

8 July 2014 - Contractual Remedies

There are many ways in which a contract can be breached and a number of different remedies that can be sought. This module focuses on the key legal terminology applicable to breach of contract and remedies. The knowledge is underpinned by key vocabulary relating to international litigation.

12 August 2014 - Employment Law

Lawyers who specialise in business law are not only frequently asked to advise on high level in-house disputes, they may also wish to know the key terminology relating to employment contracts for their own benefit when seeking employment and/or negotiating the terms of their own working conditions. This module focuses on the key terms relating to employment disputes and employee/employer relationships, as well as typical employment contract clauses.

9 September 2014 - Commercial Contracts

This module focuses on the key terms and phrases used in international commercial contracts. Where applicable plain English alternatives are taught and different drafting styles are also examined.

14 October 2014 - Legal Correspondence

The aim of this module is to teach essential elements of legal writing, style and conventions. Particular attention will be paid to letters, email and memorandum. Participants will be expected to do some reading of a case study prior to the start of this module.



11 November 2014 - Negotiation Skills

There are a number of key stages in the negotiation process and language plays an important role in each. Indeed, there is also a significant difference in language depending on whether it is a negotiation with clients or lawyers in the USA or the UK. This module teaches the language relating to different styles and planning of negotiation through to the 'killer lines' to seal a deal.

9 December 2014 - Networking

Networking skills and the related language are essential for any successful business lawyer, whether it is in dealing with other lawyers for their own career progression or to win new business. This module examines 'small talk' and how to interact and socialise with potential clients and employers.

Learner Entry Level

In order to participate successfully each learner is expected to have an intermediate level of English. They should be at around the B2/B1 level.

Cost & Registration

Each webinar costs **EUR50.00** or you can register for all ten webinars by **5 February 2014** and benefit from a special offer of **EUR450.00**. For each webinar, registration must be complete by the **5th day of each preceding month**. For further details on how to register and how to pay, please contact **Jeff Heasman**:

Email: jeffrey@thepyramidgroup.biz

Phone: +44 (0) 7956 681 884