

SYLABUS PRZEDMIOTU

1.	Nazwa przedmiotu w języku polskim oraz angielskim: Legal English / język angielski prawniczy
2.	Język wykładowy: angielski
3.	Jednostka prowadząca: przedmiot ogólnouniwersytecki
4.	Kod przedmiotu: zgodny z USOS (nadaje Dział Nauczania)
5.	Rodzaj przedmiotu: przedmiot ponadprogramowy
6.	Kierunek studiów (specjalność): prawo/administracja
7.	Poziom studiów: I, II stopień, jednolite studia magisterskie
8.	Semestr: całoroczny
9.	Forma zajęć i liczba godzin (w tym liczba godzin zajęć online): stacjonarne 56 godz.
10.	Wymagania wstępne w zakresie wiedzy, umiejętności i kompetencji społecznych dla przedmiotu/modułu (<i>jeśli dotyczy</i>): j. angielski na poziomie B1

Treści programowe:

1	Discovery Documents	Email	discovery documents, discovery stage, interrogatory, mental examination, opposing, physical examination, privileged, request for admissions, request for production, settlement, subpoena	Clarifying what someone means
2	Affidavits	Affidavit	affiant, affidavit, attest, fact, identification number, notary public, perjury, signature, sworn statement, testimony	Expressing hope
3	Legal Memorandums	Manual	analysis, assignment, citation, conclusion, heading, issue, legal memorandum, pertinent, recommendation, statement of facts	Adding information
4	Legal Documents	Excerpt	advocacy group, amicus brief, appellate brief, brief, commence, dismiss, legal brief, legal position, merit, merit brief, trial brief, unbiased	Describing plans
5	Motions	Blog	harassed, motion, motion for a new trial, motion for change of venue, motion for protective order, motion for summary judgment, motion to compel, motion to dismiss, motion to strike, movant, nonmovant, ruling	Asking for help
6	Intentional Torts	Advertisement	civil litigation, damages, defamation, deliberate, harm to person, harm to property, injured party, injury, intent, misconduct, tort action, torts	Making an appointment
7	Negligent Torts	Memo	actual cause, breach of duty, compensation, duty, duty of care, harm, liability, negligent tort, proximate cause, prudence, reasonable person, standard	Asking for an opinion
8	Nuisance	Letter	alternative, entitlement, excessive, injunctive relief, interferes, noise, nuisance, private, property, restitution, settlement request, small claims court	Describing possible consequences
9	Strict Liability	Article	absolute liability, culpability, damage, demonstration of fault, good faith, hazardous, legal responsibility, precaution, unsafe	Stating uncertainty
10	Product Liability	Article	class action suit, consumer protection law, dangerous, defective, distributor, manufacturer, manufactured product, product liability, retailer, safety, supplier	Expressing sympathy
11	Contracts	Advertisement	adhesion contract, agreement of sale, bilateral contract, breach of contract, contract of employment, distribution agreement, implied contract, legal contract, loan agreement, requirements contract, severable contract, unilateral contract	Asking about availability
12	Elements of a Valid Contract	Email	acceptance, appointment, assent, binding, consideration, enforceable, exchange, object, offer, review, term, valid	Greeting someone
13	Types of Contract Litigation	Blog	arbitration, back out, bad faith, breach of fiduciary duty, collect, commitment, contract litigation, defend, failure, fraud, recover, resolution	Confirming details
14	Professional Conduct	Agenda	advocate, competent representation, confidentiality, conflict of interest, diligence, fraudulent, impartiality, integrity, misconduct, professional conduct, reasonable fees, transaction	Offering something to someone
15	Attorney-Client Privilege	Article	attorney-client privilege, communication, confidential, consent, disclosure, effective representation, malpractice, opposing party, prevention, privileged status, reveal, waive	Asking for a reason

11.

Unit	Topic	Reading context	Vocabulary	Function
1	Time Management	Article	accomplish, crucial, deadline, delegate, maximize, pick out, prioritize, procrastinate, progress, put off, realistic, task, to-do list, urgent, workload	Assigning responsibility
2	Calendars	Blog	appointment, computer-based calendar, conflict, firm calendar, format, individual planner, master calendar, pocket planner, remind, software, tickler file, track, upcoming, update, wall calendar	Making an argument for something
3	Document Retention	Company policy	cataloged, comply, destroy, failure, hard copy, in perpetuity, penalty, period, policy, retain, specified, subject, subject matter	Discussing timeframes
4	Legal Billing	Letter	billing procedure, considerably, contingency fee, current, expertise, flat rate fee, hourly rate, payment option, prominence, recovery, reduced, refund, retainer fee, up front	Asking about price
5	Criminal Procedure	Letter	appeal, arraignment, arrest, bail, book, charge, convict, custody, plea bargain, plead, pre-trial motion, preliminary hearing, sentence, warrant	Asking for help
6	Juvenile Crime	Leaflet	community service, correctional facility, counseling, criminal record, detain, expunged, juvenile, lecture, liable, minor, off-the-record, probation, victim, waive	Describing degree
7	Types of Evidence	Article	admissible, assertion, authenticated, chain of custody, competent, demonstrative, documentary, evidence, foundation, material, prerequisite, real, relevant, testament, testimonial	Asking for confirmation
8	Physical and Biological Evidence	Excerpt	biological, bloodstain, class evidence, contaminated, deteriorate, fiber, fingerprint, perpetrator, physical, preserve, shoeprint, tire track, trace evidence	Identifying self on the phone
9	Testimonial Evidence	Email	beyond the scope of expertise, competency to testify, embellish, expert witness, firsthand, hearsay, lay witness, meaningful, misinterpret, recitation, strike off the record	Asking for permission
10	Relevant Evidence	Article	accumulate, circumstantial evidence, confusing, corroborating, direct evidence, emotive, exclude, inference, oppression, prejudiced, probable, probative, unfair, waste of time	Describing plans
11	Alternative Dispute Resolution	Webpage	arbitration, disinterested, dispute, enforceable, impartial, legally binding, mediation, mediator, neutral, relief, resolution, ruling, settlement	Describing a problem
12	Arbitration	Leaflet	clause, contract, erroneous, forum, incentive, limited, mandatory, overturn, prohibitive, small print, specify, waive	Making comparisons
13	Mediation	Article	all or nothing approach, come up with, cooperate, discount, fair, interact, interpersonal skills, momentum, mutual, open mind, trust, voice of reason	Introducing yourself
14	International Law	Excerpt	conventional law, customary law, derive, entity, genocide, humanitarian, override, pool, private international law, public international law, slavery, supersede, supranational law, treaty	Asking for an explanation
15	International Court of Justice	Blog	ad hoc, chamber, contentious, convene, decisive, developing country, elect, nominate, perspective, recourse, submit, term, vote	Expressing confusion

Unit	Topic	Reading context	Vocabulary	Function
1	Basic Legal Terms	Excerpt	attorney, civil cases, complaint, court, defendant, judge, jury, legal system, paralegal, plaintiff, verdict	Asking for information
2	Basic Legal Concepts	Brochure	appeal, damages, dispute, due process, initiate, lawsuit, legal action, proof, settle, trial	Giving advice
3	Legal Resources	Blog	case, case annotation, cite, computerized database, digest, form book, journal, law, legal encyclopedia, primary material, reference, resource	Asking for a favor
4	Sources of Law	Memo	constitutional law, court rules, legislation, pertain, policy, precedent, procedure, relevant, state law, statute	Confirming details
5	Preliminary Documents	Memo	agenda, correspondence, demand package, fee agreement, form letter, intake memo, litigation, medical records, police report, retainer agreement	Giving a reminder
6	Court Structure	Poster	bankruptcy, claim, court of appeals, discretionary review, district court, federal court, jurisdiction, review, specialized, state court, supreme court	Asking about outcomes
7	Jurisdiction	Excerpt	adjudicate, authority, concurrent, exclusive, forum shopping, legal body, personal jurisdiction, rule in favor of, subject jurisdiction, territorial jurisdiction	Expressing surprise
8	In the Courtroom	Pamphlet	bailiff, clerk of the court, court reporter, defense, juror, jury box, jury duty, preside, proceeding, prosecution	Expressing an opinion
9	Court Process	Email	acquittal, arraignment, charge, discovery, hung jury, mistrial, plea bargain, pre-trial hearing, sentence, suppress	Stating agreement
10	Court Etiquette	Blog	address, all rise, approach the bench, interrupt, off the record, perjury, protocol, sworn in, the well, under oath, your honor	Asking permission
11	Criminal Law	Excerpt	assault and battery, capital punishment, commit, crime, fine, jail, murder, offend, probation, punish, trespassing	Making a recommendation
12	Civil Law	Advertisement	civil law, compensation, divorce, injunction, liability, monetary damages, negligence, probate, punitive damages, tort law	Describing work experience
13	Administrative Law	Brochure	accreditation, administrative law, bureaucracy, compliance, disciplinary action, government agency, jeopardize, license, negotiate, regulation, resolve	Stating requirements
14	Initial Client Interview	Notes	assertion, belief, documentation, elicit, factual, obtain, recommend, termination, valid, wrongful	Eliciting information
15	Interviewing Witnesses	Article	biased, credibility, expert witness, eyewitness, firsthand, friendly witness, hostile witness, prejudiced, qualification, statement	Asking for confirmation

	<p>Literatura obowiązkowa i zalecana (<i>źródła, opracowania, podręczniki, itp.</i>):</p> <p>Virginia Evans, Jenny Dooley, David J. Smith: Law</p>
12.	<p>Amy Crois-Linder: International Legal English</p> <p>Halina Sierocka: Legal English. Niezbędnik przyszłego prawnika</p> <p>Ewa Myrczek-Kadłubicka: Lexicon of Law Terms</p>
13.	Warunki i forma zaliczenia przedmiotu: egzamin po ostatnim semestrze
14.	Łączna liczba godzin: 56
15.	Liczba punktów ECTS (<i>jeśli dotyczy</i>):

*) wybrać właściwe