



Course Descriptions

BBSI Pre-Masters Courses in Legal Studies

1. BBSI delivers its Legal Studies courses in different formats to suit the personal requirements and specific training objectives of its clients. These courses are available in 3 different categories:

Specialised Courses:

Designed for those on gap-year or short-term study who wish to return home with enhanced professional skills and knowledge for career purposes.

University Foundation Courses:

Designed for those preparing to study a first degree at a UK university.

Pre-Masters' Courses:

Designed for those wishing to prepare for a postgraduate course in the UK.

The following describes the **Pre-Masters** courses for those wishing to study Legal Studies.

Pre-Masters Courses in Legal Studies

2. BBSI offers flexible **Certificate** (12-week), **Higher-Certificate** (24-week), **Extended Higher-Certificate** (36-week), **Diploma** (36-week) and **Extended Diploma** (48-week) Pre-Masters courses. Our Pre-Masters courses in Legal Studies are designed for international graduates with either a first degree or equivalent, or a higher diploma and relevant work experience. The minimum English-language entry levels range from ⁰IELTS [Academic] 5.0 to 6.0, ie CEFR B2, depending on the course selected. The aim of these courses is to enable graduates to secure a suitable placing for their postgraduate degree. Participants will acquire the ^uAdvanced Study Skills necessary for postgraduate entry to a British university and the syllabus includes extensive **IELTS Examination Preparation**.

3. **Professional Qualifications.** BBSI is an **Accredited Examination Centre** for the ^sUniversity of Cambridge **ESOL International Legal English Certificate (ILEC)**. Preparation for the **ILEC** examination is included within this BBSI course syllabus. For students intending to undertake the optional **ILEC** examination, we would recommend a minimum of 12 weeks' preparation prior to the examination date.

4. **UK University Placement.** While undertaking Pre-Masters courses at BBSI and acquiring the qualifications and advanced study skills necessary for postgraduate study at university, students are provided with extensive counselling and guidance in all aspects of study at universities in the UK, and given full assistance with the university application process. All students who successfully complete their course and achieve the required **IELTS [Academic]** level for entry are assured of a university place prior to graduation from BBSI.

5. **University Entry Requirements.** Students seeking to enter a Masters degree course at a university in the UK must be a minimum of 20 years of age and have achieved an equivalent of **IELTS [Academic]** 6.0 in English. Moreover, applicants must have full records of their High-School education, diploma, or first degree education. Copies of these academic records, as well as evidence of work experience, should be submitted to BBSI at the time of enrolment.

6. **Course Objectives.** The course objectives are to:

- * Fully prepare students academically for entry to a Masters course related to specific areas of international law at a university in the UK.
- * Provide students with the specialised language of law to enable them to communicate effectively in an international law environment.
- * Assist them in completing the university application process in order to secure a placement on the postgraduate degree course of their choice at a university in the UK.
- * Enable students to acquire the necessary **Advanced Study Skills** for postgraduate study at a UK university.
- * Provide preparation for the **IELTS [Academic] Examination**.
- * Enable students to develop a sound understanding of current theory & practice in aspects of international law.
- * Facilitate the development of effective business English communication skills.
- * Ensure students build appropriate vocabulary related to business and law.
- * Provide preparation for an internationally recognised legal English qualification.

7. **Study Options.** The study options for these Pre-Masters courses and the respective minimum English-language entry level for each are as follows:

Certificate Course: 12 weeks/IELTS 6.0, ie CEFR B2.

Higher-Certificate Course: 24 weeks/IELTS 5.5, ie CEFR B2.

Extended Higher-Certificate Course: 36 weeks/IELTS 5.0, ie CEFR B2.

Diploma Course: 36 weeks/IELTS 5.5, ie CEFR B2.

Extended Diploma Course: 48 weeks/IELTS 5.0, CEFR B2.

8. **Minimum Age.** 20 years.

9. **Main Course Entry Dates.** Sep, Jan, Apr, or Jul; however, flexible entry dates are available for these courses.

10. **Course Elements.** The full Diploma and Extended Diploma courses provide students with 4 main components: legal studies, business communication, **Advanced Study Skills** and **IELTS Examination Preparation**. The Legal Studies syllabus incorporates specialised elements within the following topics:

- | | |
|---|---|
| * <i>introduction to UK & EU law</i> | * <i>introduction to international & human rights law</i> |
| * <i>conflict of laws</i> | * <i>money laundering</i> |
| * <i>commercial, consumer & employment law</i> | * <i>sale of goods law</i> |
| * <i>international trade in outline</i> | * <i>contract law</i> |
| * <i>partnership law</i> | * <i>company law (shares, capital, legal entities, etc)</i> |
| * <i>intellectual property</i> | * <i>corporate & criminal responsibility</i> |
| * <i>current affairs & the law</i> | * <i>history of legal language</i> |
| * <i>law of tort, including physical injury & economic loss</i> | |

Preparation for the ILEC examination

- | | |
|---|--|
| * <i>drafting legal documents & letters</i> | * <i>understanding legal documents</i> |
| * <i>legal negotiations</i> | * <i>client interview</i> |
| * <i>role play</i> | * <i>avoiding 'legalese'</i> |

11. **Course Visits.** Visits to Bournemouth Magistrates', Crown & County Courts, the Supreme Court, the Old Bailey, & the Royal Courts of Justice, London, are included in the course syllabus. These visits are strictly subject to availability, however, and there may be additional costs involved.

12. **Course Details.**

Pre-Masters Certificate

The BBSI Pre-Masters Certificate study option in Legal Studies is designed for those students who already have a firm offer of a place on a Masters course at a UK university, and who have excellent High-School grades, a diploma or first-degree qualification, and an English-language level equivalent to IELTS 6.0/CEFR B2. This 12-week course enables participants to develop their professional and **Advanced Study Skills** in shorter time, and to prepare for the **IELTS [Academic] Examination**. The course leads to a **BBSI Pre-Masters Certificate** in Legal Studies; moreover, students will have the opportunity to acquire the **ILEC** and to sit the **IELTS [Academic] Examination** as often as is required.

Course Duration. 12 weeks.

Minimum English-Language Entry Level. IELTS 6.0/CEFR B2 .

Course Code. PLS.

Award. Academic achievement is ascertained by means of continuous assessment.

BBSI Pre-Masters Certificate in Legal Studies

Optional External Examinations. Additional examination fees apply. **IELTS** examinations are held monthly.

ILEC

IELTS [Academic]

Course Structure & Content. Students study for one academic term (12 weeks) comprising 30, forty-five minute lessons (22.5 hours total) weekly. Course breakdown is as follows:

20 lessons weekly in Legal Studies

10 lessons weekly in **Advanced Study Skills & IELTS Examination Preparation**

Course Syllabus. Students seeking to start the 12 week Pre-Masters Certificate course in January or July would follow Weeks 25-36, whilst those commencing the same course in September or April would study Weeks 37-48. Those wishing to study for longer periods should contact BBSI to confirm the course syllabus for their study.

Pre-Masters Higher-Certificate

The BBSI Pre-Masters Higher-Certificate study option in Legal Studies is designed for those students with excellent High-School grades, a diploma or first-degree qualification, and an English-language level equivalent to IELTS 6.0/CEFR B2. This 24-week course enables participants to develop their professional and **Advanced Study Skills**, and to prepare for the **IELTS [Academic] Examination**. The course leads to a **BBSI Pre-Masters Higher-Certificate** in Legal Studies and an [†]**NCFE Certificate** in Legal Studies. Moreover, students will have the opportunity to acquire the **ILEC** and to sit the **IELTS [Academic] Examination** as often as is required.

Course Duration. 24 weeks.

Minimum English-Language Entry Level. IELTS 6.0/CEFR B2.

Course Code. HCPLS.

Awards. Academic achievement is ascertained by means of continuous assessment.

BBSI Pre-Masters Higher-Certificate in Legal Studies
NCFE Certificate in Legal Studies

Optional External Examinations. Additional examination fees apply. **IELTS** examinations are held monthly.

ILEC
IELTS [Academic]

Course Structure & Content. Students study for 2 academic terms (24 weeks), each comprising 30, forty-five minute lessons (22.5 hours total) weekly. Course breakdown is as follows:

20 lessons weekly in Legal Studies
10 lessons weekly in **Advanced Study Skills & IELTS Examination Preparation**

Course Syllabus. Students seeking to start the 24 week Pre-Masters Higher-Certificate course in January or July would follow Weeks 25-36 and Weeks 37-48 of the syllabus outlined in the table below, whilst those commencing the same course in September or April would study Weeks 37-48 and Weeks 25-36. Those wishing to study for longer periods should contact BBSI to confirm the course syllabus for their study.

Pre-Masters Extended Higher-Certificate

The BBSI Pre-Masters Extended Higher-Certificate study option in Legal Studies is designed for students with an English language level equivalent to IELTS 5.0/CEFR B2. This 36-week course enables participants to develop **Advanced Study Skills** and undertake additional **IELTS Examination Preparation**, prior to moving on to business communication skills, and then more specialised legal and business studies in the second and third terms. This course leads to a **BBSI Pre-Masters Higher-Certificate** in Legal Studies, and an **NCFE Certificate** in Communication & Business Skills. Moreover, students will have the opportunity to acquire the **ILEC** and to sit the **IELTS [Academic] Examination** as often as is required.

Course Duration. 36 weeks.

Minimum English-Language Entry Level. IELTS 5.0/CEFR B2.

Course Code. HCEPLS.

Awards. Academic achievement is ascertained by means of continuous assessment.

BBSI Pre-Masters Higher-Certificate in Legal Studies
NCFE Certificate in Communication & Business Skills

Optional External Examinations. Additional examination fees apply. **IELTS** examinations are held monthly.

ILEC
IELTS [Academic]

Course Structure & Content. Students study for 3 academic terms (36 weeks), each comprising 30, forty-five minute lessons (22.5 hours total) weekly. Course breakdown is as follows:

Term 1

- 30 lessons weekly in **Advanced Study Skills & IELTS Examination Preparation**, comprising:
 - 10 lessons weekly in grammar & functions
 - 2 lessons weekly in vocabulary development
 - 4 lessons weekly in reading & writing skills
 - 4 lessons weekly in speaking, listening & pronunciation skills
 - 10 lessons weekly in **Advanced Study Skills & IELTS Examination** practice

Term 2

- 20 lessons weekly in Communication & Business Skills
- 10 lessons weekly in **Advanced Study Skills & IELTS Examination Preparation**

Term 3

- 20 lessons weekly in Legal Studies
- 10 lessons weekly in **Advanced Study Skills & IELTS Examination Preparation**

Course Syllabus. Students seeking to commence the 36 week Pre-Masters Extended Higher-Certificate course in January or July would follow Weeks 1-12, Weeks 13-24, and Weeks 25-36 of the syllabus outlined in the table below, whilst those commencing the same course in either September or April, would study Weeks 1-12, Weeks 13-24, and Weeks 37-48. Those wishing to study for longer periods should contact BBSI to confirm the course syllabus for their study.

Pre-Masters Diploma

The BBSI Pre-Masters Diploma study option in Legal Studies is designed for students with an English language level equivalent to IELTS 5.5/CEFR B2. This 36-week course places more emphasis initially on developing business communication skills prior to the introduction of more specialised legal and business topics. The course leads to a **BBSI Pre-Masters Diploma** in Legal Studies, an **NCFE Certificate** in Communication & Business Skills, and an **NCFE Certificate** in Legal Studies. Moreover, students will have the opportunity to acquire the **ILEC** and to sit the **IELTS [Academic] Examination** as often as is required.

Course Duration. 36 weeks.

Minimum English-Language Entry Level. IELTS 5.5/CEFR B2.

Course Code. DPLS.

Awards. Academic achievement is ascertained by means of continuous assessment.

BBSI Pre-Masters Diploma in Legal Studies
NCFE Certificate in Communication & Business Skills
NCFE Certificate in Legal Studies

Optional External Examinations. Additional examination fees apply. **IELTS** examinations are held monthly.

ILEC
IELTS [Academic]

Course Structure & Content. Students study for 3 academic terms (36 weeks), each comprising 30, forty-five minute lessons (22.5 hours) weekly. Course breakdown is as follows:

Term 1

20 lessons weekly in Communication & Business Skills

10 lessons weekly in **Advanced Study Skills & IELTS Examination Preparation**

Terms 2 & 3

20 lessons weekly in Legal Studies

10 lessons weekly in **Advanced Study Skills & IELTS Examination Preparation**

Course Syllabus. Students seeking to start the 36 week Pre-Masters Diploma course in January or July would follow Weeks 13-24, Weeks 37-48, and Weeks 25-36 of the syllabus outlined in the table below, whilst those commencing the same course in either September or April, would study Weeks 13-24, Weeks 25-36, and Weeks 37-48.

Pre-Masters Extended Diploma

The BBSI Pre-Masters Extended Diploma study option in Legal Studies is designed for students with an English language level equivalent to IELTS 5.0/CEFR B2. This full year, 48-week, course enables participants to develop their **Advanced Study Skills** and undertake additional **IELTS Examination Preparation**, prior to moving on to business communication skills, and then more specialised legal and business studies in the second and subsequent terms. The course leads to a **BBSI Pre-Masters Diploma** in Legal Studies, an **NCFE Certificate** in Communication & Business Skills, and an **NCFE Certificate** in Legal Studies. Moreover, students will have the opportunity to acquire the **ILEC** and to sit the **IELTS [Academic] Examination** as often as is required.

Course Duration. 48 weeks.

Minimum English-Language Entry Level. IELTS 5.0/CEFR B2.

Course Code. DEPLS.

Awards. Academic achievement is ascertained by means of continuous assessment.

BBSI Pre-Masters Diploma in Legal Studies

NCFE Certificate in Communication & Business Skills

NCFE Certificate in Legal Studies

Optional External Examinations. Additional examination fees apply. **IELTS** examinations are held monthly.

ILEC

IELTS [Academic]

Course Structure & Content. Students study for 4 academic terms (48 weeks), each comprising 30, forty-five minute lessons (22.5 hours) weekly. Course breakdown is as follows:

Term 1

30 lessons weekly in **Advanced Study Skills & IELTS Examination Preparation**, comprising:

10 lessons weekly in grammar & functions

2 lessons weekly in vocabulary development

4 lessons weekly in reading & writing skills

4 lessons weekly in speaking, listening & pronunciation skills

10 lessons weekly in **Advanced Study Skills & IELTS examination** practice

Term 2

20 lessons weekly in Communication & Business Skills

10 lessons weekly in **Advanced Study Skills & IELTS Examination Preparation**

Terms 3 & 4

20 lessons weekly in Legal Studies

10 lessons weekly in **Advanced Study Skills & IELTS Examination Preparation**

Course Syllabus. Those students seeking to study the Pre-Masters Extended Diploma course would follow the full syllabus outlined in the table below, ie Weeks 1-48.

[¶]**IELTS**

***IELTS** is the **International English-Language Testing System**. It measures ability to communicate in English across all 4 language skills - listening, reading, writing and speaking - for people who intend to study or work where English is the language of communication. **IELTS** is the preferred English-language assessment for universities in English-speaking countries worldwide. Examinations take place monthly in Bournemouth and a place can be secured at the time of enrolment with BBSI. Candidates must book for the examination at least 6 weeks before each examination sitting.*

(Examination fees for those seeking to undertake external examinations are not included in the BBSI course fees.)

[¶]**Advanced Study Skills**

Postgraduate students require advanced study skills when preparing for study at Masters level:

- plagiarism
- research skills
- Internet-based study
- bibliography & referencing
- extended writing assignment
- critical thinking & independent thought
- compilation & statistical analysis
- independent learning
- seminar skills
- presentations

[§]**University of Cambridge ESOL International Legal English Certificate (ILEC)**

*The **ILEC** is a University of Cambridge ESOL Examination produced and assessed by Cambridge ESOL Examinations in collaboration with TransLegal, Europe's leading firm of lawyer-linguists. BBSI is an accredited **ILEC** Examination Centre. English is an essential tool for any lawyer working with international matters, and employers need to know that the legal staff they appoint have a sufficient level of English to be able to communicate with clients and professionals in other countries. At the same time, law students and newly-qualified lawyers need to be able to show employers that they have the required language skills. The **ILEC** examination allows candidates to demonstrate their skills, and therefore to increase their employability. It is based on realistic texts, tasks and topics of the kind legal practitioners might meet in their daily working lives.*

(Examination fees for those seeking to undertake external examinations are not included in the BBSI course fees.)

[†]NCFE

The national awarding body NCFE was established in 1848 and, with the exception of some of the UK's earliest established universities, is the oldest provider of recognised qualifications in the UK. BBSI is a holder of the NCFE Investors in Quality (IQ) Licence in recognition of the fact that BBSI's training programmes meet the rigorous standards set by NCFE.

13. Other BBSI Pre-Masters Courses. BBSI Pre-Masters Courses are also available in the following subjects:

- * Management & Business Administration
- * Marketing, Advertising & Public Relations
- * Finance & Financial Services
- * Hospitality Management & Tourism
- * Science, Mathematics & IT

14. Course Weekly Syllabus. The full 48-week syllabus for the BBSI Pre-Masters courses in Legal Studies is tabled below:

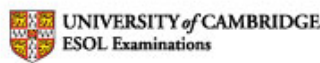


BBSI Pre-Masters Courses: Legal Studies



Typical Weekly Syllabus

	Monday	Tuesday	Wednesday	Thursday	Friday
Sample weekly timetable for Weeks 1-12	<i>reading & writing skills development</i>	<i>grammar & functions integrated skills practice</i>	<i>vocabulary development practice activities</i>	<i>grammar & functions integrated skills practice</i>	<i>speaking, listening & pronunciation development practice activities</i>
	<i>grammar & functions integrated skills practice</i>	<i>speaking & listening skills & pronunciation development</i>	<i>grammar & functions integrated skills practice</i>	<i>reading & writing skills development</i>	<i>grammar & functions integrated skills practice</i>
	<i>IELTS Examination Practice reading & writing: global & intensive academic reading skills writing skills (describing graphs & processes)</i>	<i>IELTS Examination Practice academic skills practice: listening & speaking listening for gist & detail speaking (fluency skills development)</i>	<i>IELTS Examination Practice speaking papers 1-3 (practice work): general conversation set topic monologue discussion skills</i>	<i>IELTS Examination Practice reading & writing: global & intensive academic reading skills discursive essay writing skills</i>	<i>IELTS Examination Practice academic skills practice: listening & speaking: listening skills exam task practice & oral skills development</i>





BBSI Pre-Masters Courses: Legal Studies



Typical Weekly Syllabus

	Communication & Business Skills (20 lessons)	Advanced Study Skills & IELTS Examination Preparation Typical 12 week programme (10 lessons)
Week 13	<p><i>Induction</i></p> <p>Topic: organisational structure</p> <p>Skills: introductions & networking, structuring effective presentations</p> <p>Case Study: outsourcing</p> <p>Assessed Tasks: business recommendations for a bank</p>	<p>learning styles</p> <p>listening skills – multiple choice</p> <p>note completion</p>
Week 14	<p>Topic: brands & brand management</p> <p>Skills: taking part in meetings, discussion language, formal business report writing formats, visual aids in making presentations</p> <p>Case Study: developing a brand</p> <p>Assessed Task: analysing a brand</p>	<p>IELTS reading test – headings</p> <p>language awareness – compound nouns, modality</p> <p>IELTS speaking – part 1</p>
Week 15	<p>Topic: managing change</p> <p>Skills: conducting a meeting, the language of meetings, , business writing</p> <p>Case Study: a takeover</p> <p>Assessed Task: researching agreed action points, presentation to a meeting , writing an agenda & minutes</p>	<p>critical thinking</p> <p>reading skills – reading quickly</p> <p>becoming a critical reader</p>
Week 16	<p>Topic: money, finance, banking & investment</p> <p>Skills: describing trends, reporting financial success, comparing companies, mergers & acquisitions</p> <p>Case Study: an investment company</p> <p>Assessed Tasks: progress test,</p>	<p>reading skills – applying headings</p> <p>speaking – part 2</p> <p>perfect tenses, intensifying adverbs</p>
Week 17	<p>Topic: advertising</p> <p>Skills: making effective presentations, preparing for a trade fair, assessing advertisements, assessing quality</p> <p>Case Study: creating a promotional campaign</p> <p>Assessed Tasks: proposal for an advertising campaign</p>	<p>IELTS listening skills – note completion, multiple choice, matching</p> <p>reading skills – global multiple choice</p> <p>yes/ no/ not given</p>
Week 18	<p>Topic: recruitment</p> <p>Skills: preparing a CV & covering letter, preparing a person specification</p> <p>Case Study: choosing the best candidate for the job</p> <p>Assessed Task: a job application</p>	<p>IELTS speaking – part 3</p> <p>language awareness – word building, cleft sentences</p> <p>IELTS reading skills – identifying themes, skimming</p>



BBSI Pre-Masters Courses: Legal Studies



Typical Weekly Syllabus

	Communication & Business Skills (20 lessons)	Advanced Study Skills & IELTS Examination Preparation Typical 12 week programme (10 lessons)
Week 19	<p>Topic: international trade Skills: negotiation techniques & styles, negotiation language summarising a business document Case Study: a negotiation Assessed Task: negotiation role-play</p>	<p>academic writing skills – planning an essay proof-reading skills – identifying errors in grammar, vocabulary, punctuation, spelling techniques for avoiding errors</p>
Week 20	<p>Topic: innovation Skills: presentation skills; developing, designing & assessing a new product, describing a process Case Study: innovative products Assessed Task: proposal for launching a new product, progress test</p>	<p>reading skills – locating information IELTS speaking – part 3 listening skills – summary completion</p>
Week 21	<p>Topic: leadership skills Skills: decision-making, negotiation skills Case Study: providing leadership to a failing company Assessed Task: action plan for a business</p>	<p>academic writing – commenting on graphs language awareness – grammatical terms, adverbial clauses</p>
Week 22	<p>Topic: business ethics Skills: problem-solving, establishing ethical behaviour Case Study: dealing with employee problems Assessed Task: writing a disciplinary letter</p>	<p>self-assessment academic reading skills differentiating register & style</p>
Week 23	<p>Topic: travel & tourism Skills: US/UK English, making arrangements, corporate hospitality writing business communications Case Study: planning a conference Assessed Task: marketing a region</p>	<p>listening skills – sentence completion, note completion IELTS speaking – part 2 IELTS reading skills – sentence completion</p>
Week 24	<p>Topic: business cultures Skills: cultural language & idioms, social English, giving advice, international business styles Case Study: writing an itinerary for foreign visitors</p>	<p>language awareness – comparatives, collocations, passive forms IELTS speaking – parts 1,2,3 complete IELTS practice test</p>

*Please note that presentation subject order may vary in weeks 7 to 12



Typical Weekly Syllabus

	Legal Studies <i>(20 lessons)</i>	Advanced Study Skills & IELTS Examination Preparation <i>Typical 12 week programme (10 lessons)</i>
Week 25	<i>An introduction to the English legal system</i> <i>sources of English law, civil & criminal courts, overview of European Union law</i> <i>ILEC – language skills & legal terminology</i>	<i>learning styles</i> <i>listening skills – multiple choice</i> <i>note completion</i>
Week 26	<i>A comparative approach to institutions, legal systems & personnel</i> <i>common law & civil law systems, precedent, codification</i> <i>ILEC – language skills</i>	<i>IELTS reading test – headings</i> <i>language awareness – compound nouns, modality</i> <i>IELTS speaking – part 1</i>
Week 27	<i>A comparative approach to Contract Law</i> <i>formation, contractual terms, express & implied terms, exclusion clauses,</i> <i>discharge of contract, concepts of 'good faith'</i> <i>ILEC – language skills</i>	<i>critical thinking</i> <i>reading skills – reading quickly</i> <i>becoming a critical reader</i>
Week 28	<i>The law relating to contract, tort & consumer protection</i> <i>the law relating to the sale of goods, manufacturers' liability,</i> <i>exclusion clauses, visit to Magistrate's Court*</i> <i>ILEC – language skills & test of listening</i>	<i>reading skills – applying headings</i> <i>speaking – part 2</i> <i>perfect tenses, intensifying adverbs</i>
Week 29	<i>Public International Law</i> <i>international contracts, sources of public international law, enforcement,</i> <i>role of the UN</i> <i>ILEC – language skills & test of listening</i>	<i>IELTS listening skills – note completion, multiple choice, matching</i> <i>reading skills – global multiple choice</i> <i>yes/ no/ not given</i>
Week 30	<i>Private International Law</i> <i>conflict of laws, conventions, case studies relating to property, wills & contract</i> <i>ILEC – language skills</i>	<i>IELTS speaking – part 3</i> <i>language awareness – word building, cleft sentences</i> <i>IELTS reading skills – Identifying themes, skimming</i>

* Visits are subject to availability and may incur additional costs.



BBSI Pre-Masters Courses: Legal Studies



Typical Weekly Syllabus

	Legal Studies (20 lessons)	Advanced Study Skills & IELTS Examination Preparation Typical 12 week programme (10 lessons)
Week 31	Civil liberties constitutions, bill of rights, UDHR (1948) privacy & the law ILEC – language skills	academic writing skills – planning an essay proof-reading skills – identifying errors in grammar, vocabulary, punctuation, spelling techniques for avoiding errors
Week 32	International Human Rights institutions, treaties, conventions, particular cases ILEC – language skills, presentations	reading skills – locating information IELTS speaking – part 3 listening skills – summary completion
Week 33	Law & Justice natural justice, miscarriages of justice, judicial review, case studies visit to the Supreme Court & Royal Courts of Justice* ILEC – language skills, current affairs	academic writing – commenting on graphs language awareness – grammatical terms, adverbial clauses
Week 34	Corporate criminal responsibility corporate manslaughter, health & safety, environmental pollution ILEC – language skills	self-assessment academic reading skills differentiating register & style
Week 35	Fraud & money-laundering white collar crime, aspects of fraud, banking cases ILEC – language skills	listening skills – sentence completion, note completion IELTS speaking – part 2 IELTS reading skills – sentence completion
Week 36	Bringing it all together contract, crime & tort ILEC – language skills	language awareness – comparatives, collocations, passive forms IELTS speaking – parts 1,2,3 complete IELTS practice test

* Visits are subject to availability and may incur additional costs.



BBSI Pre-Masters Courses: Legal Studies



Typical Weekly Syllabus

	Legal Studies (20 lessons)	Advanced Study Skills & IELTS Examination Preparation Typical 12 week programme (10 lessons)
Week 37	Overview of the English legal system sources of English law, civil & criminal courts, overview of European Union law ILEC – language skills & referencing work	learning styles listening skills – multiple choice note completion
Week 38	Development of legal systems & language Common law and civil law systems, growth of equity, legal language, Latin terms & vocabulary, avoiding 'legalese' & archaic language ILEC – language skills & letter-writing	IELTS reading test – headings language awareness – compound nouns, modality IELTS speaking – part 1
Week 39	The importance & impact of EU law establishment of the EU, institutions, laws of the EU, focus on trade & competition policy, visit to Magistrates Court* ILEC – language skills	critical thinking reading skills – reading quickly becoming a critical reader
Week 40	Intellectual property rights copyright, trademarks, patents, civil litigation, ADR ILEC – language skills, drafting memos & role-play	reading skills – applying headings speaking – part 2 perfect tenses, intensifying adverbs
Week 41	Business Law – company formation company law, partnership law, limited liability partnerships, company management ILEC – language skills, listening test	IELTS listening skills – note completion, multiple choice, matching reading skills – global multiple choice yes/ no/ not given
Week 42	Business Law – company functions & duties Take-overs, acquisitions, duties, dissolution & winding up ILEC – language skills, drafting reports, role-play	IELTS speaking – part 3 language awareness – word building, cleft sentences IELTS reading skills – identifying themes, skimming

* Visits are subject to availability and may incur additional costs.



Typical Weekly Syllabus

	Legal Studies <i>(20 lessons)</i>	Advanced Study Skills & IELTS Examination Preparation <i>Typical 12 week programme (10 lessons)</i>
Week 43	Commercial Law <i>types, concepts, profile of commercial lawyers, commercial agents, contracts</i> <i>ILEC – language skills, role-play, negotiations, progress test</i>	<i>academic writing skills – planning an essay</i> <i>proof-reading skills – identifying errors in grammar, vocabulary, punctuation, spelling</i> <i>techniques for avoiding errors</i>
Week 44	Contract Law <i>law of contract, terms, third party rights, employment contracts (in outline), visits to courts in London*</i> <i>ILEC – language skills, drafting contracts</i>	<i>reading skills – locating information</i> <i>IELTS speaking – part 3</i> <i>listening skills – summary completion</i>
Week 45	Employment Law <i>implied & express terms, duties of an employer, vicarious liability, types of dismissal</i> <i>ILEC – language skills</i>	<i>academic writing – commenting on graphs</i> <i>language awareness – grammatical terms, adverbial clauses</i>
Week 46	Tort <i>law of tort, case studies on negligence & economic loss, nuisance, occupier's liability, remedies in tort</i> <i>ILEC – language skills, précis work</i>	<i>self-assessment</i> <i>academic reading skills</i> <i>differentiating register & style</i>
Week 47	Finance & the Law <i>criminal law, eg deception, case studies, fraud</i> <i>ILEC – language skills, terminology of tax & accounts</i>	<i>listening skills – sentence completion, note completion</i> <i>IELTS speaking – part 2</i> <i>IELTS reading skills – sentence completion</i>
Week 48	Bringing it all together <i>commercial law, fraud, contract, employment law, tort, UK & EU law</i> <i>ILEC – language skills</i>	<i>language awareness – comparatives, collocations, passive forms</i> <i>IELTS speaking – parts 1,2,3</i> <i>complete IELTS practice test</i>

* Visits are subject to availability and may incur additional costs.