



TCM 310

LEGAL TRANSLATION

And Memo Writing

Course Introduction:

This resource explains two dominant ideas in professional writing that will help you produce persuasive, usable resumes, letters, memos, reports, white papers, etc. This section outlines the concepts of rhetorical awareness and user-centered design, provides examples of these ideas, and it contains a glossary of terms.

The course will be structured in a practical, "hands-on" manner, offering the attendee's constructive critiques of their writing style, grammar, spelling, and legal analysis, regularly and directly. It is anticipated that by the end of the course, each student will have fashioned a toolbox of legal writing skills enabling them to effectively engage in public discourse using the craft of legal writing.

Course Objectives:

In Legal Translation & Memo Writing, work shop you will learn:

- Purpose (why the document is being written, the goals of the document)
- Audience (who will read the document, includes shadow readers-unintended audiences who might read your work)
- Stakeholders (who may be affected by the document or project)
- Context (the background of and situation in which the document is created).

Who Should Attend?

Translators, Lawyers, Workers in the Human Resources, Contract Section, Executive Secretary and Office Managers.

Course Outline:

- Types of legal literature
- Write the legislative (laws, contracts, regulations, rules, commandments)
- Analysis of the substantive legal (court judgments, arbitration awards, the formulation of the legal opinion notes, internal memos, etc.).
- Impartial legal analysis (notes pleadings)
- Communicate through writing (regular letters, e-mail)
- The difficulties in understanding the legal text, England) at the level of the floor, a group of words, phrase, sentence, the relationship between the sentences)
- Formal Qualities

- Organization of the legal document
- The terms defined
- Punctuation
- Vocabulary
- Choice of words (official words, technical words, words borrowed)
- Formulas cogens (must, may, may not be prohibited, the right, required)
- Artificial legal language
- Redundancy (terms of marital and Triple)
- Sentence structure
- Elements of the legal basis
- Building Paragraphs
- Writing templates
- The syntax of legal analytical
- Legislative syntax (sentence wisdom and phrases restrictive sense)
- Methods syntax legal (attribution, parallelism, connectivity path of kindness, chapter, the subsequent restriction of the name)

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work
- Discussion
- Presentation

Course Fees:

To be advised as per the course location. This rate includes participant's manual, and-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session

