TOLES Higher Syllabus Course

Day	Date	Time Schedule	Subject	Topics
Day 1	7 December 2017	9.30 – 11.00	**1B** **The Legal Profession**	The Importance of collocations The Importance of prepositions Solicitors and barristers Areas of Law The register of letter writing Listening Using your knowledge
		11.00 - 11.30		Coffee Break
		11.30 – 13.00	**2B** **The Language of Banking**	A bank account An email from the bank Listening The language of contract The register of letter writing Using your knowledge
Day 2	14 December 2017	9.30 – 11.00	**3B** **The Language of Contract Law**	Where does contract law come from? Reading a statute The elements of a contract Reading a contract case Offer and acceptance Consideration Listening Contract law in practice Starting a claim for breach of contract Using your knowledge
		11.00 - 11.30		Coffee Break
		11.30 – 13.00	**4B** **The Language of Employment Law**	Finding a job Working in employment law Listening Some clauses from an employment contract An employment tribunal An employment claim Using your knowledge
Day 3	21		**5B**	An introduction to the law of tort

	December 2017	9.30 – 11.00	**The Language of the Law of Tort**	What is tortious liability Some categories of tort Listening The tort of negligence The most famous tort case Using your knowledge
		11.00 - 11.30		Coffee Break
		11.30 – 13.00	**6B** **Understanding Contracts (1)**	The different parts of a written contract Parties and recitals Defined terms The Operative provisions Delivery of goods and services Using your knowledge
Day 4	11 January 2018	9.30 – 11.00	**7B** **The Language of Business Law**	Incorporated and unincorporated businesses Sole Traders Partnerships The language of drafting The register of letter writing Companies Incorporating a company Listening Paperwork Shares and share capital Limited liability partnerships The language of drafting Using your knowledge
		11.00 - 11.30		Coffee Break
		11.30 – 13.00	**8** **Modern Letter Writing**	The layout of a letter Dates Salutations Complimentary close References Subject lines The body of a letter Putting a letter together The Register of letter writing The content of the letter Typical sentences in legal letters Letter writing clinic Correcting common mistakes in letter writing

Day 5	18 January 2018	9.30 – 11.00	**9B** **The Law of Company Law**	People connected with a company Working in company law Directors Listening Company meetings Insolvency Who gets the assets? Using your knowledge
		11.00 - 11.30		Coffee Break
		11.30 – 13.00	**10B** **Understanding contracts (2)**	Risk and Title Intellectual property and confidential information Warranties and indemnities Term and termination Force majeure Using your knowledge
	25 January 2018		**EXAM DATE**	(**Optional**)