

# ILEC Guidelines

## How to design a teaching course for ILEC Examination Preparation

### 3. COURSE DESIGN

#### 3.1 Hours

These Guidelines contain ideas for a course of approximately 45 hours. It could be delivered in extensive mode (15 weeks x 3 or 30 weeks x 1.5 etc) or as an intensive module.

#### 3.2 Course Structure

At the end of an ILEC Preparation course, the learners should be able to:

- understand and use legal concepts and terminology in English;
- use a range of reading skills to understand different types of texts on legal topics;
- write clear, well-structured letters and memoranda in a range of legal contexts;
- understand conversations, discussions, interviews etc on legal topics;
- participate effectively in discussions on legal topics and issues related to working in this field;
- perform well in examination tasks specific to ILEC, and have a good grasp of appropriate examination techniques.

Each session includes:

- work on legal concepts and terminology i.e. introducing new language in context, working with texts or listening material;
- language skills development i.e. practising the use of new and familiar language in reading texts, written tasks and speaking situations;
- examination focus : working on an examination-specific skill or task;
- some suggested follow-up work.

Each numbered session contains approximately 3 hours' work. The outline is intended as an indication – not a fixed programme - of how ILEC topics might be covered and how authentic and teaching materials might be combined to cover the skills required in the examination.

#### 3.3 Sample Lesson Plan

##### Timetable

<b>Aims</b>	To practise talking about job/studies and ambitions To develop reading skills (scanning) To practise listening for main points and note-taking
<b>Materials</b>	Unit 3, <i>International Legal English</i> – A Krois, Lindner 3 x course descriptions from internet ESOL web activity worksheet etc

# Ilec Examination Pack 2007

**Roger Hawkey**



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