

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

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

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Lingsheng Yao



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