



LEGAL ENGLISH FOR MEETINGS

COURSE DETAILS

COURSE OBJECTIVES

You will be trained in terms of vocabulary and key skills in face-to-face meetings or videoconferencing. This program will give you the tools to start and end a meeting, move on to the next agenda item, intervene, present your ideas, ask questions and obtain clarifications.

PREREQUISITE

Intermediate level in English.

PLACE OF TRAINING

Virtual classroom

TOTAL DURATION

6 hours

YOUR CONSULTANT - TRAINER

Native English-speaking lawyer or ESL consultant.

PROGRAM CONTENT

- Open a meeting
- List expectations
- Ask questions
- Clarify and deal with interruptions
- Ask for and give opinions
- Agree or disagree
- Correctly quote phone numbers, dates, and currencies
- Close a meeting
- Summarize the results of the meeting
- Prepare and send minutes to others
- Use correct phrasal verbs
- Videoconferencing etiquette

CERTIFICATION

ECLA will issue a certificate to each participant at the end of the course indicating the exact hours of training.

COURSE FEES

FEE

Invoiced and payable upon registration.

ECLA MEMBER

€ 595,00

REGULAR FEE

€ 795,00

CONTACT DETAILS

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