



| Teaching Guide      |  |        |                                |         |
|---------------------|--|--------|--------------------------------|---------|
| Identifying Data    |  |        |                                | 2016/17 |
| Subject (*)         | Modern language  | Code   | 612G01042                      |         |
| Study programme     | Grao en Dereito  |        |                                |         |
| Descriptors         |  |        |                                |         |
| Cycle               | Period   | Year   | Type                           | Credits |
| Graduate            | 2nd four-month period  | Fourth | Optativa                       | 6       |
| Language            | English  |        |                                |         |
| Teaching method     | Face-to-face   |        |                                |         |
| Prerequisites       |  |        |                                |         |
| Department          | Filoloxía Inglesa  |        |                                |         |
| Coordinador         | Estévez Saa, José Manuel                                     | E-mail | jose.manuel.estevez.saa@udc.es |         |
| Lecturers           | Dopico Garcia, Alberto                                       | E-mail | alberto.dopico@udc.es          |         |
|                     | Estévez Saa, José Manuel                                     |        | jose.manuel.estevez.saa@udc.es |         |
| Web                 |  |        |                                |         |
| General description | Study of the legal English and its translation into Spanish. |        |                                |         |

| Study programme competences / results |   |
|---------------------------------------|---|
| Code                                  | Study programme competences / results   |
| A1                                    | Coñecemento das principais institucións xurídicas.  |
| A2                                    | Coñecer a función do Dereito como sistema regulador das relacións sociais.  |
| A4                                    | Percepción do carácter interdisciplinar dos problemas xurídicos.  |
| A12                                   | Manexo da oratoria xurídica. (Capacidade de expresarse apropiadamente en público).  |
| B1                                    | Que os estudantes demostrasen posuír e comprender coñecementos nunha área de estudo que parte da base da educación secundaria xeral, e adóitase atopar a un nivel que, aínda que se apoia en libros de texto avanzados, inclúe tamén algúns aspectos que implican coñecementos procedentes da vangarda do seu campo de estudo |
| B2                                    | Que os estudantes saiban aplicar os seus coñecementos ao seu traballo ou vocación dunha forma profesional e posúan as competencias que adoitan demostrarse por medio da elaboración e defensa de argumentos e a resolución de problemas dentro da súa área de estudo  |
| B4                                    | Que os estudantes poidan transmitir información, ideas, problemas e solucións a un público tanto especializado como non especializado   |
| B5                                    | Que os estudantes desenvolvesen aquelas habilidades de aprendizaxe necesarias para emprender estudos posteriores cun alto grao de autonomía   |
| B12                                   | Comunicarse de maneira efectiva nun entorno de traballo, amosando capacidade de expresión tanto oral como escrita en calquera das linguas oficiais da comunidade autónoma, así como nun idioma estranxeiro.   |
| C2                                    | Dominar a expresión e a comprensión de forma oral e escrita dun idioma estranxeiro.   |
| C3                                    | Utilizar as ferramentas básicas das tecnoloxías da información e as comunicacións (TIC) necesarias para o exercicio da súa profesión e para a aprendizaxe ao longo da súa vida.   |
| C4                                    | Desenvolverse para o exercicio dunha cidadanía aberta, culta, crítica, comprometida, democrática e solidaria, capaz de analizar a realidade, diagnosticar problemas, formular e implantar solucións baseadas no coñecemento e orientadas ao ben común.  |
| C7                                    | Asumir como profesional e cidadán a importancia da aprendizaxe ao longo da vida.  |

| Learning outcomes   |                                       |  |
|---|---------------------------------------|--|
| Learning outcomes   | Study programme competences / results |  |
| Knowledge of semantic fields of legal English and its legal correspondence in Spanish language. | A1                                    |  |
|   | A2                                    |  |
|   | A4                                    |  |
| Manexo de oratoria xurídica.(Capacidade de expresarse apropiadamente en público).               | A12                                   |  |



|  |     |    |
|--|-----|----|
| Que os estudantes demostrasen posuir e comprender coñecementos nunha área de estudo que parte da base da educación secundaria xeral, e adóitase atopar a un nivel que, aínda que se apoia en libros de texto avanzados, inclúe tamén algúns aspectos que implican coñecementos procedentes da vangarda do seu campo de estudo. | B1  |    |
| Que os estudantes saiban aplicar os seus coñecementos ao seu traballo ou vocación dunha forma profesional e posúan as competencias que adoitan demostrarse por medio da elaboración e defensa de argumentos e a resolución de problemas dentro da súa área de estudo.  | B2  |    |
| Que os estudantes poidan transmitir, información, ideas, problemas e solucións a un público tanto especializado como non especializado.  | B4  |    |
| Que os estudantes desenvolvesen aquelas habilidades de aprendizaxe necesarias para emprender estudos posteriores cun alto grado de autonomía.  | B5  |    |
| Comunicarse de una maneira efectiva nun entorno de traballo, amosando capacidade de expresión tanto oral como escrita en calquera das linguas oficiais da comunidade autónoma, así como nun idioma estranxeiro.  | B12 |    |
| Dominar a expresión e a comprensión de forma oral e escrita dun idioma estranxeiro.  |     | C2 |
| Utilizar as ferramentas básicas das tecnoloxías da información e as comunicacións (TIC) necesarias para o exercicio da súa profesión e para a aprendizaxe ao longo da súa vida.  |     | C3 |
| Desenvolverse para o exercicio dunha cidadanía aberta, culta, crítica, comprometida, democrática e solidaria, capaz de analizar a realidade, diagnosticar problemas, formular e implantar solucións baseadas no coñecemento e orientadas ao ben común.   |     | C4 |
| Asumir como profesional e cidadán a importancia do aprendizaxe ao longo da vida.   |     | C7 |

| Contents   |  |
|--|--|
| Topic  | Sub-topic  |
| English-Speaking World. Terms and Ideas:                               | Foreign Affairs<br>International Relations   |
| Texts and Contexts. Civilization and Culture Vocabulary and Word List: | Presidential Authorities<br>Inaugural Addresses<br>Political Doctrines   |
| Political and Legal Systems. Key Words:                                | Separation of powers<br>Legislation, Law enforcement, and Adjudication   |
| Introduction to Legal English.   | Legal basic vocabulary of English and Business.<br>Common abbreviations and symbols.<br>The numbering and forms.   |
| Correspondence and contracts.  | Business correspondence.<br>Commercial Contracts.<br>The employment contract.<br>Service contracts.  |
| Commonly used documents at a law firm:                                 | Memorandum.<br>Telefax.<br>E-mails.<br>Writing telephone messages.<br>Billing, invoicing and order forms. Purchase orders.   |
| International methods of payment.                                      | Checks, bills of exchange and promissory notes.<br>Credit cards, debit cards, travel cards and business cards.<br>International Commerce Terms.<br>Documentary credit. |
| The Commercial Companies and its International Business Division.      | General organisational chart.<br>Types of business in Britain.<br>Private and public enterprises.  |



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|----------------------|---|
| Industrial Property. | Patents, utility models and industrial designs.<br>Community trade marks.<br>The International Registration of Marks.<br>European Union Intellectual Property Office. |
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| Planning                       |                        |                                      |                               |             |
|--------------------------------|------------------------|--------------------------------------|-------------------------------|-------------|
| Methodologies / tests          | Competencies / Results | Teaching hours (in-person & virtual) | Student?s personal work hours | Total hours |
| Case study                     | B5                     | 40                                   | 0                             | 40          |
| Glossary                       | C3 C4 C7               | 2                                    | 14                            | 16          |
| Objective test                 | A1 A2 A4 B1 B2 B4      | 2                                    | 0                             | 2           |
| Oral presentation              | A12 B12 C2             | 9                                    | 0                             | 9           |
| ICT practicals                 | C3                     | 38                                   | 19                            | 57          |
| Guest lecture / keynote speech | A1 A2 A4               | 14                                   | 0                             | 14          |
| Directed discussion            | A12                    | 6                                    | 0                             | 6           |
| Personalized attention         |                        | 6                                    | 0                             | 6           |

(\* )The information in the planning table is for guidance only and does not take into account the heterogeneity of the students.

| Methodologies                  |  |
|--------------------------------|--|
| Methodologies                  | Description  |
| Case study                     | Analysis of primary texts with short written exercises                   |
| Glossary                       | Lists of words   |
| Objective test                 | Questions chosen from the primary texts                                  |
| Oral presentation              | Oral presentation of the writing essays                                  |
| ICT practicals                 | Writing of essays in English in response to reading of primary texts     |
| Guest lecture / keynote speech | Critical reading of primary texts  |
| Directed discussion            | Teacher-guided discussion and debate of primary texts and their problems |

| Personalized attention |             |
|------------------------|-------------|
| Methodologies          | Description |



|                                |  |
|--------------------------------|--|
| ICT practicals                 | Analysis of primary texts with short written exercises                   |
| Oral presentation              |  |
| Objective test                 | Lists of legal words   |
| Case study                     |  |
| Directed discussion            | Questions chosen from the primary texts                                  |
| Glossary                       |  |
| Guest lecture / keynote speech | The teacher clarifies the matter   |
|                                | Oral presentation of the writing essays                                  |
|                                | Writing of essays in English in response to reading of primary texts     |
|                                | Critical reading of primary texts  |
|                                | Teacher-guided discussion and debate of primary texts and their problems |
|                                | Teacher-guided discussion and debate of primary texts and their problems |

| Assessment                     |                        |  |               |
|--------------------------------|------------------------|--|---------------|
| Methodologies                  | Competencies / Results | Description  | Qualification |
| ICT practicals                 | C3                     | Writing essays in English in response to reading of primary texts. The first essay (400-500) words will be worth 10% of your final grade. The second essay (400-500) word will be worth 10% of your final grade. | 20            |
| Oral presentation              | A12 B12 C2             | Oral presentation of the writing essays  | 10            |
| Objective test                 | A1 A2 A4 B1 B2 B4      | Questions chosen from the primary texts  | 20            |
| Case study                     | B5                     | Analysis of primary texts with short written exercises   | 25            |
| Directed discussion            | A12                    | Teacher-guided discussion and debate of primary texts and their problems with short written exercises  | 5             |
| Glossary                       | C3 C4 C7               | Lists of legal words   | 10            |
| Guest lecture / keynote speech | A1 A2 A4               | Critical reading of primary texts with short written exercises   | 10            |

| Assessment comments  |
|--|
| <p>All evaluated work must score at least 4/10. You must do at least 50% of the work required to be eligible for a final grade. If you fail to pass either the final exam, the case study, glossary, oral presentation, ITC practicals, critical reading with short written exercises or directed discussion with short written exercises, these parts must be repeated in the July exam period.</p> <p>Those who are officially registered as part-time students, and have been granted permission not to attend classes, as stipulated in the regulations of this University, will be assessed in either of the opportunities according to the same criteria specified for the second opportunity.</p> |

| Sources of information |
|------------------------|
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|                      |  |
|----------------------|--|
| <b>Basic</b>         | <ul style="list-style-type: none"><li>- Alaraz, E. y Hughes, B. (2000). Diccionario de términos jurídicos.. Barcelona: Ariel</li><li>- Infante Lope, J. (1984). Diccionario jurídico. Barcelona:Vecchi</li><li>- White, James Boyd (1993). Justice and Translation. Chicago: University of Chicago Press</li><li>- Alcaraz Varó, Enrique; Hughes, Brian (2002). El español jurídico . Barcelona : Ariel Derecho,</li><li>- Russell, Frances; Locke, Christine (1998). An introduction for students of English. Prentice Hall Europe</li><li>- Miguel Castelo Montero (). Diccionario comentado de términos financieros Ingleses de uso frecuente en Español. Fundación una Galicia Moderna. Netbiblo, S.L.</li></ul> |
| <b>Complementary</b> |  |

## Recommendations

### Subjects that it is recommended to have taken before

Oral and written communication/612G01004

### Subjects that are recommended to be taken simultaneously

### Subjects that continue the syllabus

### Other comments

(\*)The teaching guide is the document in which the URV publishes the information about all its courses. It is a public document and cannot be modified. Only in exceptional cases can it be revised by the competent agent or duly revised so that it is in line with current legislation.