



Teaching Guide

| Teaching Guide | | | | |
|------------------------|--|--------|--------------------------------|-----------|
| Identifying Data | | | | 2023/24 |
| Subject (*) | Modern Language | | Code | 612G01042 |
| Study programme | Grao en Dereito | | | |
| Descriptors | | | | |
| Cycle | Period | Year | Type | Credits |
| First and Second Cycle | 2nd four-month period | Fourth | Optional | 6 |
| Language | SpanishGalicianEnglish | | | |
| Teaching method | Face-to-face | | | |
| Prerequisites | | | | |
| Department | Letras | | | |
| Coordinador | Estévez Saa, José Manuel | E-mail | jose.manuel.estevez.saa@udc.es | |
| Lecturers | Estévez Saa, José Manuel | E-mail | 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 | Knowledge of the main legal institutions |
| A2 | Knowledge of the role of law as a regulatory system of social relations |
| A4 | Appreciating the interdisciplinary nature of legal problems |
| A5 | Knowing the constitutional principles and values. |
| A6 | Understanding the different manifestations of law in its historical evolution and in its current reality. |
| A8 | Basic knowledge of legal argumentation. |
| A9 | Ability to handle legal sources (legal, jurisprudential and doctrinal). |
| A10 | Ability to interpret and critically assess the legal system. |
| A12 | Management of legal oratory (ability to express themselves properly in public). |
| B1 | Knowledge in an area of study that is based on general secondary education, and is usually found at a level that, although supported by advanced textbooks, includes also some aspects that involve knowledge from the forefront of his field of study. |
| B2 | Ability to know how to apply their knowledge to their work or vocation in a professional way and possess the skills that are usually demonstrated through the elaboration and defense of arguments and the resolution of problems within their area of study. |
| B3 | Ability to gather and interpret relevant data (usually within their area of study) to make judgments that include a reflection on social, scientific or ethical relevant issues. |
| B4 | Ability to transmit information, ideas, problems and solutions to a specialized and non-specialized public. |
| B5 | Acquisition and assessment of those learning skills necessary to undertake further studies with a high degree of autonomy |
| B12 | Effective workplace communication and oral and written skills in Spanish, Galician and foreign languages. |
| C2 | Mastering oral and written expression in foreign languages. |
| C3 | Using ICT in working contexts and lifelong learning. |
| C4 | Exercising an open, educated, critical, committed, democratic and supportive citizenship for the sake of the common good. |
| C7 | Assume as a professional and citizen the importance of lifelong learning. |

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 A5 A6 A8 A9 A10 | B3 | |
| 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 International Relations |
| Texts and Contexts. Civilization and Culture Vocabulary and Word List: | Presidential Authorities Inaugural Addresses Political Doctrines |
| Political and Legal Systems. Key Words: | Separation of powers Legislation, Law enforcement, and Adjudication |
| Introduction to Legal English. | Legal basic vocabulary of English and Business. Common abbreviations and symbols. The numbering and forms. |
| Correspondence and contracts. | Business correspondence. Commercial Contracts. The employment contract. Service contracts. |
| Commonly used documents at a law firm: | Memorandum. Telefax. E-mails. Writing telephone messages. Billing, invoicing and order forms. Purchase orders. |



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|---|--|
| International methods of payment. | Checks, bills of exchange and promissory notes. Credit cards, debit cards, travel cards and business cards. International Commerce Terms. Documentary credit. |
| The Commercial Companies and its International Business Division. | General organisational chart. Types of business in Britain. Private and public enterprises. |
| Industrial Property. | Patents, utility models and industrial designs. Community trade marks. The International Registration of Marks. European Union Intellectual Property Office. |

| Planning | | | | |
|---|----------------------------|--------------------------------------|-------------------------------|-------------|
| Methodologies / tests | Competencies / Results | Teaching hours (in-person & virtual) | Student?s personal work hours | Total hours |
| Case study | A5 A6 A8 A9 A10 B3 B5 | 7 | 21 | 28 |
| Glossary | A9 A10 B3 C3 C4 C7 | 2 | 14 | 16 |
| Objective test | A1 A2 A4 A6 A9 B1 B2 B3 B4 | 2 | 20 | 22 |
| Oral presentation | A12 B12 C2 | 1 | 10 | 11 |
| ICT practicals | C3 | 10 | 19 | 29 |
| Guest lecture / keynote speech | A1 A2 A4 | 14 | 10 | 24 |
| Directed discussion | A8 A9 A10 A12 B3 | 6 | 8 | 14 |
| 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 A6 A9 B1 B2 B3 B4 | Questions chosen from the primary texts | 20 |
| Case study | A5 A6 A8 A9 A10 B3 B5 | Analysis of primary texts with short written exercises | 25 |
| Directed discussion | A8 A9 A10 A12 B3 | Teacher-guided discussion and debate of primary texts and their problems with short written exercises | 5 |
| Glossary | A9 A10 B3 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 |
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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. 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. -The subject may be adapted to students who require the adoption of measures aimed at supporting diversity (be it physical, visual, auditory, cognitive, and learning- or mental health-related). If this is the case, they should contact the services available at the UDC/at the Center: within the official deadlines stipulated in a manner prior to each academic semester, with the Diversity Attention Unit (<https://www.udc.es/cufie/adi/apoioalumnado/>); failing that, with the "ADI" Tutor of the Faculty of Philology (at the following email address: pat.filologia@udc.gal). -In accordance with the various regulations governing university teaching, it is necessary to incorporate a gender perspective into this subject. This includes, among other measures, the use of non-sexist language, bibliographies that are inclusive from a gender perspective, and encouraging participation from all students in class, regardless of their gender. -We will pay particular attention to identifying and addressing sexist prejudices and attitudes. We will actively work towards the modification of this environment and the promotion of values of respect and equality. -Our efforts will focus on detecting cases of gender discrimination and implementing appropriate actions to rectify such cases. Important: Any instance of PLAGIARISM will derive in the student failing this subject. Turnitin is a

tool for staff to use in order to check sections of written work originating in other texts and locating the sources. It is a useful way of detecting plagiarism. Its use is optional, but students are to be warned in the teaching guide that it is able to detect pieces of work previously presented in this or any other university, including work by the same student (for any subject matter). If coincidences are found, this will be understood as academic fraud, and the regulations concerning academic assessment, grading and complaints on testing will be applied. With this warning, students are hereby informed of the academic consequences. @font-face

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Sources of information

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

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.