



## Teaching Guide

Teaching Guide				
Identifying Data				2021/22
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	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.			
Contingency plan	<p>1. Modifications to the contents</p> <p>No changes.</p> <p>2. Methodologies</p> <p>*Teaching methodologies that are maintained</p> <p>Tutored works and projects, reading tasks, essays, exercises and activities.</p> <p>*Teaching methodologies that are modified</p> <p>Classes via Moodle, Teams and Email with the same timetable.</p> <p>3. Mechanisms for personalized attention to students</p> <p>Email, Moodle, Teams.</p> <p>4. Modifications in the evaluation</p> <p>Continuous assessment 100%. Tutored works and projects, reading tasks, essays, exercises and activities.</p> <p>*Evaluation observations:</p> <p>Participation assessed via Teams and via written contributions to the discussion.</p> <p>5. Modifications to the bibliography or webgraphy</p> <p>No changes. Texts in electronic format will be provided as far as possible.</p>			

## Study programme competences

Code	Study programme competences
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	
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.
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	Ordinary class hours	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	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



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. Important: Any instance of PLAGIARISM will result 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.

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## Sources of information

- |                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Basic</b>         | <ul style="list-style-type: none"><li>- Alcaraz, 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.