

GRAMMAR RECAP FOR TOLES FOUNDATION

LUN

21/11/2022
15:00-16:30

- A1 and A2 adjectives and adverbs
- A2 and B1 articles

MAR

22/11/2022
15:00-16:30

- A2 conditionals
- A2 and B1 future tenses

MER

23/11/2022
15:00-16:30

- A1 verb patterns
- A1 and B1 modal verbs

GIO

24/11/2022
15:00-16:30

- A2 and B1 conjunctions
- A1 and A2 prepositions

VEN

25/11/2022
15:00-16:30

- A2 pronouns
- A1 and A2 present tenses
- A2 past tenses

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FULL PROGRAM

A1 and A2 adjectives and adverbs

- Comparative adjectives with *-er* and *more*;
- Superlative adjectives with *-est* and *the most*;
- Irregular adjectives: *good, bad, less, more*;
- Use of *than*;
- Adjectives vs adverbs;
- Word order with adverbs and adjectives;
- Adverbial phrases of time, place and frequency;

A2 and B1 articles

- *A, An, The*, no article;
- Superlative adjectives with *the*;
- Common phrases with no article;
- Names of countries with *the*;
- Basic rules on article usage;

A2 conditionals

- Zero conditional;
- First conditional;
- First conditional with *unless*;
- Second conditional;
- Wishes (I wish I had);

A2 and B1 future tenses

- *Will* for stating future facts;
- *Will* for future predictions;
- *Going to* for intentions;
- Present simple for timetabled events;
- Present continuous for fixed plans;
- *Will* for sudden decisions and asking for help;
- *Shall* for suggestions;

A1 verb patterns

- Verbs followed by *to*+infinitive or verb + *ing* (like, want, would like, etc);
- A1 and A2 state verbs e.g. belong, have, know, like, mean, prefer, see, seem, understand, want etc.

A2 and B1 modal verbs

- *Can/able to* and *can't/not able to* for ability and possibility e.g.;
- *Can* for asking permission;
- Past simple of *can* or *can't* for ability;
- Polite requests with *could*;
- *May, might* and *could* for possibility;
- Obligation with *must*;
- Prohibition with *mustn't*;
- *Have to* for obligations in present and past;
- *Must vs have to*;
- Necessity with *need* and *needn't*;
- *Should* and *ought to* for giving advice;

A2 and B1 conjunctions

- Use of *where, when, why, whose, who, that*.
- Connecting words for cause and effect: *so, which, until, why, while, when, as, before, after, until, as long as* etc.

A2 and A2 prepositions

- Prepositions of place: at, in, on, in front of, under, behind, beside, near, next to, between, across, into, onto, through etc.
- Prepositions of time: on, in, for at etc.
- Prepositional phrases: on foot, by train etc.
- Other prepositions: by, of, with.

A2 pronouns

- Possessive pronouns: *my, your, his, her, its, our, their*.
- Possessive with 's e.g. Tom's case.
- Object pronouns: *me, you, him, her, it, us, them*.
- Demonstrative pronouns: *that, those, this, these*.
- Pronouns: *something, anything*.
- Reflexive pronouns: *myself, himself, herself, etc.*

A1 and A2 present tenses

- Verb *to be* e.g. I am Italian.
- *There is/are* e.g. There is a client waiting for you.
- Verb *to have* e.g I don't have a secretary.
- Present simple for habits and routines e.g. I arrive at the office at 8am every day.
- Adverbs of frequency: *always, never, often, etc*
- Present continuous for actions occurring in the present moment e.g. I am leaving now.
- Forming questions with the verb *to be*.
- Imperatives.
- Present perfect with *already* and *yet*.
- *Wh*-questions

A2 past tenses

- Past simple,
- Past simple of the verb *to be*,
- Regular and irregular verbs,
- Past continuous
- Past continuous for activities interrupted by past simple action,
- *Wh*-questions in the past tense

Your course ends here but those who wish to continue studying with me a new TOLES Foundation course will start shortly after. Read below to learn more about the Test of Legal English Skills

TOLES FOUNDATION: YOUR LEGAL ENGLISH STARTING POINT

About this Course

TOLES means **Test of Legal English Skills**. The TOLES exams are offered at three levels, which are **TOLES Foundation, TOLES Higher and TOLES Advanced**. This course is beneficial to any legal professional whose first language is not English, regardless of whether he or she intends to take the TOLES Foundation exam.

TOLES Foundation is the first level of the TOLES exam series and is a good starting point for anyone who needs to learn the basics of Legal English. It is also a good starting point for those who already know some basic legal vocabulary but need to improve accuracy.

This course is good for students with all levels of general English as it will make sure you are using legal vocabulary accurately.

In TOLES Foundation the preferred tense is present/past simple and active voice as this will allow you to learn vocabulary without the worry of complex grammar structures. The focus in TOLES Foundation is on understanding legal vocabulary in context from authentic texts.

COURSE SYLLABUS

1. The legal profession;
2. The language of banking;
3. The language of contract law;
4. The language of employment law;
5. The language of the law of tort;
6. Understanding contracts
7. The language of business law;
8. The language of company law;

TOLES FOUNDATION FULL PROGRAM

The Legal Profession

- Working in law
- Making a claim in the civil court
- Areas of law

The Language of Banking

- A new bank account
- Working in a bank
- Loans

The Language of Contract Law

- A contract case
- More about precedent
- The elements of a contract
- The end of an offer
- What is consideration?
- Contract and statute
- Reading contract law
- Going to court

The Language of Employment Law

- Being an employer
- An employment contract
- How can an employment contract end?
- Acting for an employee
- Acting for an employer
- An employment case

The Language of Employment Law

- What is the law of tort?
- Types of tort
- The duty of care
- More about negligence
- A famous case in English law

Understanding Contracts (1)

- The style of written contracts
- Understanding formal expressions
- Understanding technical words
- Understanding archaic terms
- Understanding some common words
- The structure of a contract

The Language of Business Law

- Sole traders
- Partnerships
- A partnership agreement
- Limited liability partnerships
- Companies
- Public and private limited companies
- Incorporating a company

The Language of Company Law

- Who runs a company?
- Areas of company law
- Directors
- Company meetings
- Company finance
- Insolvent companies;
- Closing a company

Understanding Contracts (2)

- Some more typical contract clauses;
- Some important commercial vocabulary
- Termination clauses
- Intellectual property clauses
- Retention of title clauses
- Warranty, indemnity and force majeure clauses.

More about the TOLES exam

Time: 90 minutes

Skills tested: reading and writing

Focus: vocabulary in context + basic expressions

Level of general English required: Elementary - Advanced

Exam venue: online based (The exams are hosted on a secure platform, and are carefully 'proctored', which means that candidates are observed during the exam via their laptop camera and are also recorded. These recordings are checked after each exam session to ensure that our strict exam conditions have been met.) To learn more visit the TOLES official website.

Course trainer: Dott.ssa Claudia Amato (Registered TOLES preparation centre)

Exam fee & dates: available on the TOLES official website.

Q&A

Do I have to take the grammar review course in order to register for the TOLES Foundation course?

No, enrolment in the TOLES course does not require prior participation in this or any other course.

If I take the grammar recap course, am I then obliged to enrol in the TOLES course?

Absolutely not. participation in this course is free and does not in any way bind the participant to enrol in courses to be subsequently launched.

How much does it cost to register in the 'grammar recap for TOLES Foundation' course?

The grammar revision course is free of charge.

When will the TOLES Foundation course start?

As soon as we reach the minimum number of students required to start the course.

How can I show that I would be interested in registering in the TOLES Foundation course or grammar recap course?

Send an email to claudia.amato@SpeechLex.eu or call me at +39 3479688347 to express your interest and you will be contacted by the teacher.

What is the length of the TOLES Foundation course?

The course has a total length of 24 hours that will be divided into 12 lessons of two hours each.

Is this course accredited for lawyers?

Yes, this course has been accredited with 12 credits by the CNF (Consiglio Nazionale Forense)

How much does the TOLES Foundation course cost?

362 Euros (TAX included) + course book to be bought by each individual student.

THE TEACHER

- TEFL (Teaching English to Foreign Learners) teacher qualified in London;
- Legal English teacher since 2014. I teach classes of lawyers and judges % the Scuola Superiore della Magistratura-Struttura territoriale di Genova (Italian School of Judiciary).
- Lawyer qualified in Italy. (Pupillage partially carried out in London in a solicitor's law firm);
- TOLES (Test of Legal English Skills authorised training centre);
- SUPERVISOR for Cambridge ESOL language examinations.
- Sworn translator for the Court of Justice since 2012.

