

UNIT	TITLE		CONTENT
1	<b>INSIDE THE LAW FIRM</b> PAGE 6		Introduction to a law firm Departments of a law firm The work of a legal assistant/secretary
2	<b>CLIENTS FROM ABROAD</b> PAGE 15		Travel arrangements Assisting English-speaking clients Small talk
3	<b>EXPECTING A CALL</b> PAGE 24		Telephone communications The work of a personal assistant
4	<b>JUVENILE CRIME</b> PAGE 33		Types of crime Dealing with young offenders Crime statistics Juvenile curfews
5	<b>A PENSION CLAIM</b> PAGE 42		Interview with a client Written correspondence
6	<b>DEBT COLLECTION</b> PAGE 51		A debt recovery case Invoices and reminders
7	<b>INTERNATIONAL REAL ESTATE</b> PAGE 60		Purchasing a property in Germany Sales agreements
8	<b>A PREMARITAL AGREEMENT</b> PAGE 70		Premarital agreements: for and against A sample agreement Protecting the children's interests
9	<b>LAST WILL AND TESTAMENT</b> PAGE 79		Probate proceedings The work of a probate administrator A family tree Wills
10	<b>APPLYING FOR A JOB</b> PAGE 89		Job advertisements Job applications Job interviews

ADVANCED MATERIALS	SKILLS	GRAMMAR
Office dress codes	Meeting and greeting people Introducing your firm Being polite <b>LEARNING SKILLS:</b> different learning techniques	<i>Questions</i> <i>Present simple and present continuous</i>
Going to court	Making bookings Giving directions Writing faxes and emails Making small talk <b>LEARNING SKILLS:</b> improving speaking skills	<i>The future (1): will future</i>
The receptionist	Taking a call Making a polite request Apologizing Taking a message <b>LEARNING SKILLS:</b> learning grammar	<i>Reported speech</i> <i>The verbs 'speak', 'talk', 'say' and 'tell'</i>
Juvenile juries	Mediation Discussing crimes and offenders <b>LEARNING SKILLS:</b> mediation	<i>Comparative and superlative</i>
Legal fees	Writing business letters Mediation: summarizing a letter <b>LEARNING SKILLS:</b> using a dictionary	<i>Simple past and present perfect</i>
A court summons	Saying numbers Writing reminder letters Mediation <b>LEARNING SKILLS:</b> learning vocabulary	<i>Conditional clauses: 'if' and 'unless'</i>
The notary public	Note taking Writing a confirmation letter Planning a meeting <b>LEARNING SKILLS:</b> reading difficult texts	<i>Modal verbs</i>
Divorce: case studies	Summarizing Giving advice Analyzing a contract <b>LEARNING SKILLS:</b> improving listening comprehension	<i>The future (2): present continuous and going to</i>
Living wills	Mediation Reading documents for gist Writing to a client <b>LEARNING SKILLS:</b> cultural differences	<i>The passive</i>
Legal assistants and paralegals in the USA	Writing a CV Writing a letter of application Attending an interview	<i>The -ing form of the verb</i>

**APPENDIX**

Pairwork files	page 99	A-Z word list	page 128
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Unit word list	page 113	Irregular verbs	page 143