

**CAREER
PATHS**

Law

Virginia Evans
Jenny Dooley
David J. Smith - J.D.



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Scope and Sequence

Unit	Topic	Reading context	Vocabulary	Function
1	Basic Legal Terms	Excerpt	attorney, civil cases, complaint, court, defendant, judge, jury, legal system, paralegal, plaintiff, verdict	Asking for information
2	Basic Legal Concepts	Brochure	appeal, damages, dispute, due process, initiate, lawsuit, legal action, proof, settle, trial	Giving advice
3	Legal Resources	Blog	case, case annotation, cite, computerized database, digest, form book, journal, law, legal encyclopedia, primary material, reference, resource	Asking for a favor
4	Sources of Law	Memo	constitutional law, court rules, legislation, pertain, policy, precedent, procedure, relevant, state law, statute	Confirming details
5	Preliminary Documents	Memo	agenda, correspondence, demand package, fee agreement, form letter, intake memo, litigation, medical records, police report, retainer agreement	Giving a reminder
6	Court Structure	Poster	bankruptcy, claim, court of appeals, discretionary review, district court, federal court, jurisdiction, review, specialized, state court, supreme court	Asking about outcomes
7	Jurisdiction	Excerpt	adjudicate, authority, concurrent, exclusive, forum shopping, legal body, personal jurisdiction, rule in favor of, subject jurisdiction, territorial jurisdiction	Expressing surprise
8	In the Courtroom	Pamphlet	bailiff, clerk of the court, court reporter, defense, juror, jury box, jury duty, preside, proceeding, prosecution	Expressing an opinion
9	Court Process	Email	acquit, arraignment, charge, discovery, hung jury, mistrial, plea bargain, pre-trial hearing, sentence, suppress	Stating agreement
10	Court Etiquette	Blog	address, all rise, approach the bench, interrupt, off the record, perjury, protocol, sworn in, the well, under oath, your honor	Asking permission
11	Criminal Law	Excerpt	assault and battery, capital punishment, commit, crime, fine, jail, murder, offend, probation, punish, trespassing	Making a recommendation
12	Civil Law	Advertisement	civil law, compensation, divorce, injunction, liability, monetary damages, negligence, probate, punitive damages, tort law	Describing work experience
13	Administrative Law	Brochure	accreditation, administrative law, bureaucracy, compliance, disciplinary action, government agency, jeopardize, license, negotiate, regulation, resolve	Stating requirements
14	Initial Client Interview	Notes	assertion, belief, documentation, elicit, factual, obtain, recommend, termination, valid, wrongful	Eliciting information
15	Interviewing Witnesses	Article	biased, credibility, expert witness, eyewitness, firsthand, friendly witness, hostile witness, prejudiced, qualification, statement	Asking for confirmation

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Scope and Sequence

Unit	Topic	Reading context	Vocabulary	Function
1	Discovery Documents	Email	discovery documents, discovery stage, interrogatory, mental examination, opposing, physical examination, privileged, request for admissions, request for production, settlement, subpoena	Clarifying what someone means
2	Affidavits	Affidavit	affiant, affidavit, attest, fact, identification number, notary public, perjury, signature, sworn statement, testimony	Expressing hope
3	Legal Memorandums	Manual	analysis, assignment, citation, conclusion, heading, issue, legal memorandum, pertinent, recommendation, statement of facts	Adding information
4	Legal Documents	Excerpt	advocacy group, amicus brief, appellate brief, brief, commence, dismiss, legal brief, legal position, merit, merit brief, trial brief, unbiased	Describing plans
5	Motions	Blog	harassed, motion, motion for a new trial, motion for change of venue, motion for protective order, motion for summary judgment, motion to compel, motion to dismiss, motion to strike, movant, nonmovant, ruling	Asking for help
6	Intentional Torts	Advertisement	civil litigation, damages, defamation, deliberate, harm to person, harm to property, injured party, injury, intent, misconduct, tort action, torts	Making an appointment
7	Negligent Torts	Memo	actual cause, breach of duty, compensation, duty, duty of care, harm, liability, negligent tort, proximate cause, prudence, reasonable person, standard	Asking for an opinion
8	Nuisance	Letter	alternative, entitlement, excessive, injunctive relief, interferes, noise, nuisance, private, property, restitution, settlement request, small claims court	Describing possible consequences
9	Strict Liability	Article	absolute liability, culpability, damage, demonstration of fault, good faith, hazardous, legal responsibility, precaution, unsafe	Stating uncertainty
10	Product Liability	Article	class action suit, consumer protection law, dangerous, defective, distributor, manufacturer, manufactured product, product liability, retailer, safety, supplier	Expressing sympathy
11	Contracts	Advertisement	adhesion contract, agreement of sale, bilateral contract, breach of contract, contract of employment, distribution agreement, implied contract, legal contract, loan agreement, requirements contract, severable contract, unilateral contract	Asking about availability
12	Elements of a Valid Contract	Email	acceptance, appointment, assent, binding, consideration, enforceable, exchange, object, offer, review, term, valid	Greeting someone
13	Types of Contract Litigation	Blog	arbitration, back out, bad faith, breach of fiduciary duty, collect, commitment, contract litigation, defend, failure, fraud, recover, resolution	Confirming details
14	Professional Conduct	Agenda	advocate, competent representation, confidentiality, conflict of interest, diligence, fraudulent, impartiality, integrity, misconduct, professional conduct, reasonable fees, transaction	Offering something to someone
15	Attorney-Client Privilege	Article	attorney-client privilege, communication, confidential, consent, disclosure, effective representation, malpractice, opposing party, prevention, privileged status, reveal, waive	Asking for a reason

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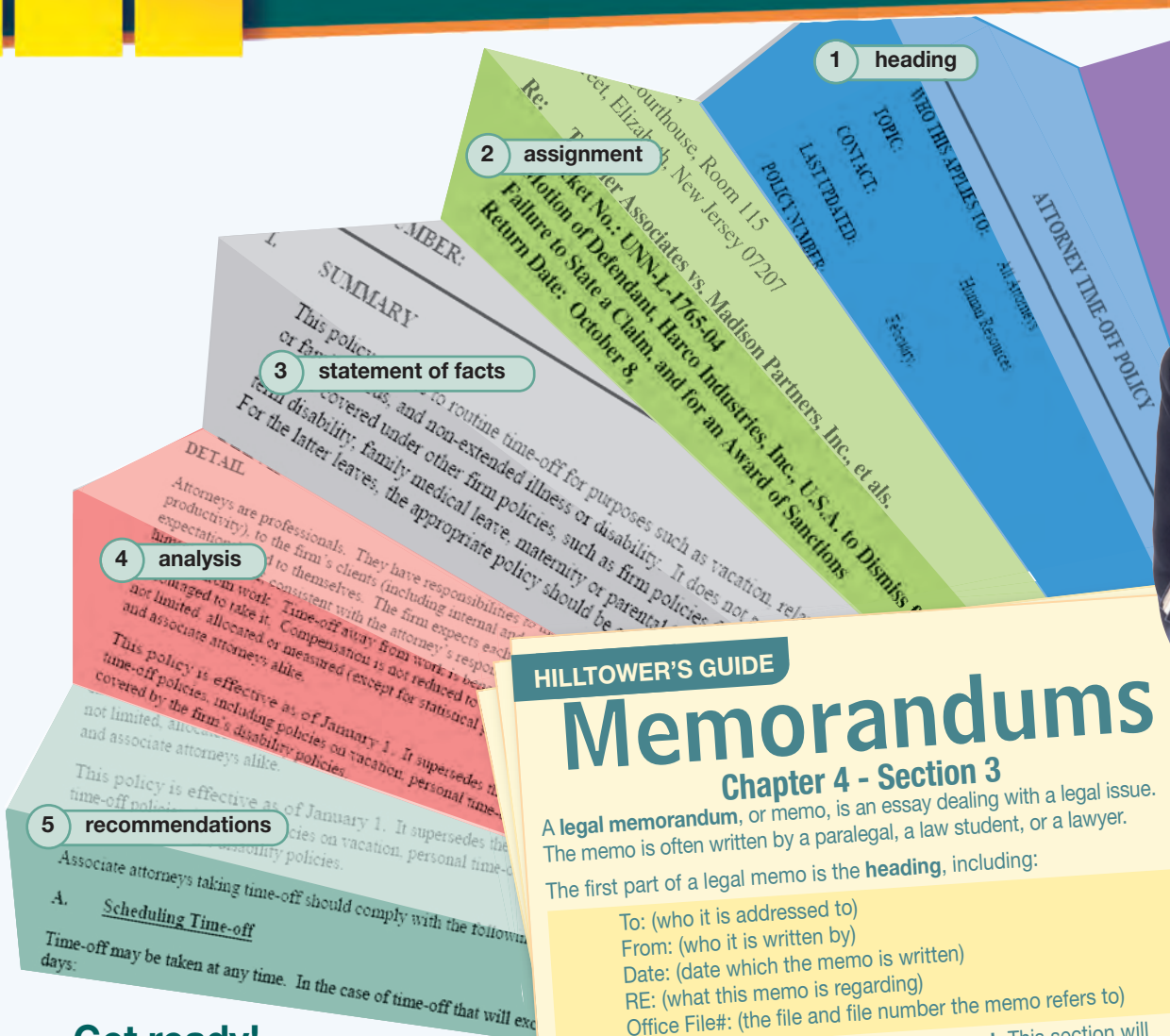
Scope and Sequence

Unit	Topic	Reading context	Vocabulary	Function
1	Time Management	Article	accomplish, crucial, deadline, delegate, maximize, pick out, prioritize, procrastinate, progress, put off, realistic, task, to-do list, urgent, workload	Assigning responsibility
2	Calendars	Blog	appointment, computer-based calendar, conflict, firm calendar, format, individual planner, master calendar, pocket planner, remind, software, tickler file, track, upcoming, update, wall calendar	Making an argument for something
3	Document Retention	Company policy	cataloged, comply, destroy, failure, hard copy, in perpetuity, penalty, period, policy, retain, specified, subject, subject matter	Discussing timeframes
4	Legal Billing	Letter	billing procedure, considerably, contingency fee, current, expertise, flat rate fee, hourly rate, payment option, prominence, recovery, reduced, refund, retainer fee, up front	Asking about price
5	Criminal Procedure	Letter	appeal, arraignment, arrest, bail, book, charge, convict, custody, plea bargain, plead, pre-trial motion, preliminary hearing, sentence, warrant	Asking for help
6	Juvenile Crime	Leaflet	community service, correctional facility, counseling, criminal record, detain, expunged, juvenile, lecture, liable, minor, off-the-record, probation, victim, waive	Describing degree
7	Types of Evidence	Article	admissible, assertion, authenticated, chain of custody, competent, demonstrative, documentary, evidence, foundation, material, prerequisite, real, relevant, testament, testimonial	Asking for confirmation
8	Physical and Biological Evidence	Excerpt	biological, bloodstain, class evidence, contaminated, deteriorate, fiber, fingerprint, perpetrator, physical, preserve, shoeprint, tire track, trace evidence	Identifying self on the phone
9	Testimonial Evidence	Email	beyond the scope of expertise, competency to testify, embellish, expert witness, firsthand, hearsay, lay witness, meaningful, misinterpret, recitation, strike off the record	Asking for permission
10	Relevant Evidence	Article	accumulate, circumstantial evidence, confusing, corroborating, direct evidence, emotive, exclude, inference, oppression, prejudiced, probable, probative, unfair, waste of time	Describing plans
11	Alternative Dispute Resolution	Webpage	arbitration, disinterested, dispute, enforceable, impartial, legally binding, mediation, mediator, neutral, relief, resolution, ruling, settlement	Describing a problem
12	Arbitration	Leaflet	clause, contract, erroneous, forum, incentive, limited, mandatory, overturn, prohibitive, small print, specify, waive	Making comparisons
13	Mediation	Article	all or nothing approach, come up with, cooperate, discount, fair, interact, interpersonal skills, momentum, mutual, open mind, trust, voice of reason	Introducing yourself
14	International Law	Excerpt	conventional law, customary law, derive, entity, genocide, humanitarian, override, pool, private international law, public international law, slavery, supersede, supranational law, treaty	Asking for an explanation
15	International Court of Justice	Blog	ad hoc, chamber, contentious, convene, decisive, developing country, elect, nominate, perspective, recourse, submit, term, vote	Expressing confusion

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3 Legal Memorandums



HILLTOWER'S GUIDE Memorandums Chapter 4 - Section 3

A legal memorandum, or memo, is an essay dealing with a legal issue. The memo is often written by a paralegal, a law student, or a lawyer. The first part of a legal memo is the **heading**, including:

- To: (who it is addressed to)
- From: (who it is written by)
- Date: (date which the memo is written)
- RE: (what this memo is regarding)
- Office File#: (the file and file number the memo refers to)

Next, include information about your **assignment**. This section will explain the reason for the memorandum. Following the heading and assignment, there are three main elements of the legal memo. The first is the **statement of facts**. This includes **issues**, **conclusions** and other **pertinent** information. **Analysis** of the relevant laws goes in this section, too. Next, include **citations** from similar cases. Finally, summarize the **recommendations** based on this information.

Get ready!

- 1 Before you read the passage, talk about these questions.
 - 1 What type of professional writes a legal memorandum?
 - 2 Why is it important to keep written records of legal matters?

Reading

- 2 Read the manual on writing a legal memorandum. Mark the following statements as true (T) or false (F).
 - 1 ___ Legal memos consist of two sections.
 - 2 ___ The file number is included in the heading of the memo.
 - 3 ___ The citations come after the summary of recommendations in a legal memo.

Vocabulary

- 3 Write a word that is similar in meaning to the underlined part.
 - 1 Ellen wrote an essay dealing with a legal issue.
_ e _ g _ _ m _ _ o r _ _ _ u m
 - 2 How is the information relevant to the current case?
p _ _ t _ i _ _ n t
 - 3 Is that the new work to complete?
_ s s _ _ n _ _ t
 - 4 What are your final thoughts reached after considering the facts?
_ o n _ _ v s _ _ n s
 - 5 Paul included detailed information from other case files.
c _ _ a t _ _ _ s

4 Fill in the blanks with the correct word from the word bank.

Word BANK

heading statement of facts issues
analysis recommendations

- The first section of a legal memorandum includes conclusions and _____.
- The lawyer asked him for John's _____ about what to do next.
- The author is identified in the _____.
- Jackson's _____ identified several problems.
- All of the information is consolidated in the _____.

5 Listen and read the text again. Use the words in the photos to explain what a legal memo is.

Listening

6 Listen to a conversation between an attorney and a paralegal. Mark the following statements as true (T) or false (F).

- ___ The woman knows about the Singh case.
- ___ The man does not recall any similar cases.
- ___ The woman will work on the memorandum today.

7 Listen again and complete the conversation.

Attorney: Hi Sue. Would you 1 _____ legal memorandum for me today, please?

Paralegal: Yes. I can work on that this afternoon.

Attorney: It's about the Singh case. Are you 2 _____ with it?

Paralegal: Yes. I've 3 _____.

Attorney: Good. Please summarize the issues to send out to our 4 _____.

Paralegal: Sure. Would you like me to include an analysis as well?

Attorney: Yes, and any 5 _____ you can find from similar cases.

Paralegal: Do you have any cases 6 _____?

Attorney: Smith versus Carson, for one.

Speaking

8 With a partner, act out the roles below based on Task 7. Then, switch roles.

USE LANGUAGE SUCH AS:

Would you write a legal memorandum ...?
Would you like me to include ...?
When do you want it ...?

Student A: You have been asked to write a memo. Ask Student B about:

- information to include
- which cases to cite

Student B: You are a lawyer. Respond to Student A's questions.

Writing

9 You are a lawyer. Use the information from Task 8 to write an email asking your assistant to write a legal memorandum. Consider:

SUBJECT: Legal memorandum

What information appears in the heading

Which pertinent cases should the assistant look at for citations

When should the memo be sent out

6 Court Structure


Understanding the Levels of US Federal Courts

District courts – These are general courts. But in some cases, the **jurisdiction** is passed to **specialized courts**. These include: **bankruptcy** courts, tax courts and the court of private land **claims**.


Court of Appeals – The Court of Appeals **reviews** all decisions in the lower courts that people object to.

State courts – These courts decide disputes that pertain to state laws rather than federal laws.

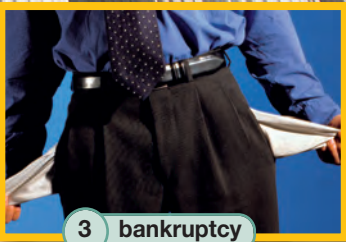
The Supreme Court – This is another appeals court, but it is the only court that operates under **discretionary review**. This means it can choose which cases to hear. The Supreme Court is also called a High Court in some countries.




1 Court of Appeals



2 state court



3 bankruptcy



4 district court

Get ready!

1 Before you read the passage, talk about these questions.

- 1 What are some different kinds of courts in your country?
- 2 What types of cases do the different courts hear?

Reading

2 Read the text about court structure. Mark the following statements as true (T) or false (F).

- 1 ___ District courts review decisions that people protest.
- 2 ___ Cases involving state laws are not heard in a federal court.
- 3 ___ The Supreme Court hears all cases that are brought to it.

Vocabulary

3 Read the sentences and choose the correct words.

- 1 The (**District / Supreme**) Court decided not to review Ms. Wright's case against the company.
- 2 The case does not involve federal law, so it has to go through the (**state / bankruptcy**) courts.
- 3 The district court has (**jurisdiction / claim**) in Mr. Trujillo's case.
- 4 If Ms. Davis wants her money back, she needs to go through the small (**claims / discretionary**) court.

4 Fill in the blanks with the correct words and phrases from the word bank.

Word BANK

discretionary review specialized
Supreme Appeals bankruptcy

- 1 The _____ Court is called the High Court in Australia.
- 2 John decided to go to the Court of _____ because he didn't agree with the decision.
- 3 The court will _____ Mr. Allistair's case next month.
- 4 Mr. Anderson is going to the _____ court because he lost a lot of money but has no way to pay it back.
- 5 The court has _____ powers, so it may decide not to investigate the case.
- 6 Ms. Ming's case will go to a _____ court, not a general court.

5 Listen and read the text again. What types of courts are there in the USA?

Listening

6 Listen to a conversation between a client and his attorney. Then answer the questions. Which courts might the client's case be heard in?

- | | |
|--|--|
| 1 <input type="checkbox"/> a state court | 4 <input type="checkbox"/> a specialized court |
| 2 <input type="checkbox"/> a district court | 5 <input type="checkbox"/> the Supreme Court |
| 3 <input type="checkbox"/> a court of appeal | |

7 Listen again and complete the conversation.

Client (M): So, is my case going to the **1** _____ courts?

Attorney (F): No, that's not going to happen.

Client: Why not? It's a dispute with the state.

Attorney: Well, **2** _____ courts usually have jurisdiction over smaller cases like yours.

Client: I see. What do we do if the district court **3** _____ against us?

Attorney: We ask for the case to be **4** _____ in the Court of Appeals.

Client: And they have to **5** _____ it, right?

Attorney: Yes. There's no **6** _____ review in appeals courts. That's reserved for the Supreme Court.

Speaking

8 With a partner, act out the roles below based on Task 7. Then, switch roles.

USE LANGUAGE SUCH AS:

Is my case going to the ... courts?
District courts usually have jurisdiction ...
We ask for the case to be ...

Student A: You are a client. Talk to your lawyer about your case. Ask Student B about:

- courts
- options after a decision
- likelihood of having case reviewed

Student B: You are a lawyer. Answer Student A's questions.

Writing

9 Use the conversation from Task 8 to complete a lawyer's letter to a client.

Tamsin Greer, Attorney

Dear Mr Moisey,

In response to your question, your case is not going to the _____ . It is going to a _____ because _____ .

If you do not agree with the decision, the case goes to an _____ . They have to review it because _____ .

Yours faithfully,
T. Greer

Glossary

- accomplish** [V-T-U1] To **accomplish** something means to complete it successfully.
- accumulate** [V-I-U10] If something **accumulates**, it gathers together until there is a lot of it.
- ad hoc** [V-T-U15] If something is **ad hoc**, it only happens for one particular purpose.
- admissible** [ADJ-U7] Evidence which is **admissible** can be used in court.
- all-or-nothing approach** [N PHRASE-U13] An **all-or-nothing approach** is the strategy of someone who wants to gain everything, and if they cannot, they want nothing at all.
- appeal** [V-I-U5] To **appeal** means to ask a judge or decision-maker to change their mind with regards to an earlier decision.
- appointment** [N-COUNT-U2] An **appointment** is an arrangement to meet another person.
- arbitration** [N-UNCOUNT-U11] **Arbitration** is a system of Alternative Dispute Resolution in which two disagreeing parties submit evidence and arguments to an arbitrator, an expert who is like a judge. Having read or heard all the evidence the arbitrator makes a decision and issues an award.
- arraignment** [N-COUNT-U5] An **arraignment** is a meeting with a judge where a person is formally charged with committing a crime.
- arrest** [N-COUNT-U5] An **arrest** is when the police take somebody away to question them about a crime they may have committed.
- assertion** [N-COUNT-U7] An **assertion** is a statement that you believe to be true.
- authenticate** [V-T-U7] To **authenticate** something means to show that it is the real, original object.
- bail** [N-UNCOUNT-U5] A person may be able to pay **bail** to avoid being held in custody before their case goes to trial.
- beyond the scope of expertise** [PHRASE-U9] If something is **beyond the scope of expertise**, it means a professional does not have the knowledge to give a sound or reliable opinion on it.
- billing procedure** [N-COUNT-U4] A **billing procedure** is a system for accepting payments from clients.
- biological evidence** [N-UNCOUNT-U8] **Biological evidence** is proof which comes from a living origin.
- bloodstain** [N-COUNT-U8] A **bloodstain** is a mark made by blood.
- book** [V-T-U5] If someone is taken into police custody, a police officer **books** them by taking their personal details.
- catalog** [V-T-U3] To **catalog** something means to file it according to certain categories.
- chain of custody** [N-COUNT-U7] A **chain of custody** is the processing of evidence from the time it is collected until it is presented in court.
- chamber** [N COUNT-U15] A **chamber** is a room for private discussion among a select group of people.
- charge** [V-T-U5] To **charge** someone means formally to state that you believe that person to be guilty of a crime.
- circumstantial evidence** [N-UNCOUNT-U10] **Circumstantial evidence** does not resolve an issue immediately but works with other evidence to prove a case.
- class evidence** [N-UNCOUNT-U8] **Class evidence** is evidence which cannot convict a person on its own but can work together with other class evidence to prove a case.
- clause** [N-COUNT-U12] A **clause** is a sentence or section of a legal document, such as a contract.
- come up with** [PHRASAL V-U13] If you **come up with** an idea, you create or invent it.
- community service** [N-UNCOUNT-U6] **Community service** is a punishment in which someone must work to help the local people or the local area.
- competency to testify** [N PHRASE-U9] **Competency to testify** is a person's ability and eligibility to speak in court as a witness.
- competent** [ADJ-U7] **Competent** evidence is reliable evidence.
- comply** [V-I-U3] To **comply** means to follow the rules.
- computer-based** [ADJ-U2] If something is **computer-based**, it exists on a computer, not on paper.
- conflict** [N-COUNT-U2] If you have a **conflict** in your diary, you have two or more appointments at the same time.



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Career Paths: Law is a new educational resource for legal professionals who want to improve their English communication skills in a work environment. Incorporating career-specific vocabulary and contexts, each unit offers step-by-step instruction that immerses students in the four key language components: reading, listening, speaking, and writing. **Career Paths: Law** presents subject matter including basic legal concepts, court processes, legal billing, evidence, and international law.

The series is organized into three levels of difficulty and offers over 400 vocabulary terms and phrases. Every unit includes a test of reading comprehension, vocabulary, and listening skills, and leads students through written and oral production.

Included Features:

- A variety of realistic reading passages
- Career-specific dialogues
- 45 reading and listening comprehension checks
- Over 400 vocabulary terms and phrases
- Guided speaking and writing exercises
- Complete glossary of terms and phrases

The **Teacher's Book** contains a full answer key and audio scripts.

The **Teacher's Guide** contains detailed lesson plans, a full answer key and audio scripts.

The **audio CDs** contain all recorded material.



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