



## SGT UNIVERSITY, GURGAON FACULTY OF LAW

PROGRAMME	TRIMESTER	COURSE NAME	COURSE CODE
B. B.A.LLB (Hons.)	II	English-II	08030204

### English-II

**Course Introduction:** This course will address language skills, with emphasis on writing skills for lawyers, spoken interaction and basic legal terminology. Students will learn to write abstracts, briefs, and other official writing skills accurately. They shall also be given ample practice to speak with precision and fluency, by participating in group discussions, seminars, preparing presentations and by practicing in moot court sessions and thus be better equipped for placement related skills.

### Course Objective:

To enable students to:-

1. Sharpen their comprehension skills by intensive reading and active participation in discussions, debates, & simulations.
2. Give impromptu speeches and prepare presentations on legal matters.
3. Develop communication skills.
4. Learn legal terminology and foreign expressions used in legal contexts.
5. Learn formats for official correspondence and legal writing.

### Module-I: Grammar, Usage & common errors in English

- 1.1. Writing for clarity and Conciseness (Avoiding, repetition & ambiguity)
- 1.2. Common Errors in usage
- 1.3. Use of appropriate words
- 1.4. Rearrangement of sentences

### Module-II: Building vocabulary for legal contexts.

- 2.1. Legal Terms.
- 2.2. Vocabulary used in legal contexts
- 2.3. Foreign Expressions used in law
- 2.4. Legal Maxims (Attached in the-end of the syllabus)

### **Module-III: Phonetics.**

- 3.1. Phonetics (Sounds)
- 3.2. Pronunciation.
- 3.3. Conversation practice.
- 3.4. Stress and Intonation.

### **Module-IV: Reading and discussion of law related articles and excerpts.**

- 4.1. The law and the lawyers by M.K. Gandhi.
- 4.2. Forge your Future by APG Abdul Kalam
- 4.3. The Merchant of Verica by Shakespeare – trial scene
- 4.4. Articles/Stories & Judgements

### **Module-V: Writing Skills.**

- 5.1. Comprehension
- 5.2. Summaries and Abstracts
- 5.3. Essay Writing
- 5.4. Layout and format for official correspondence

### **Module-VI: Developing effective communication skills.**

- 6.1. The seven C's of communication.
- 6.2. Types of communication: verbal, non-verbal and paralinguistic.
- 6.3. Barriers to communication and means to avoid them.
- 6.4. Body language and non-verbal communication.

### **Module-VII: Placement related skills.**

- 7.1. How to face an interview.
- 7.2. Resume writing
- 7.3. Writing for employment – Designing cover letter
- 7.4. Presentation Techniques.
- 7.5. Group Discussions/ Debates/ Soft skills

**Course Outcome:** After completing the course the students shall be able to

1. Understand English better, write accurately, and speak fluently.
2. Participate actively in debates and simulations.
3. Improve their knowledge of legal vocabulary, legal terms and legal maxims.
4. Understand legal concept better and also gain ability to write in a legal context.

### **Readings and Discussion-:**

1. The law and the lawyers Excerpts from *The Autobiography of M.K. Gandhi*, NavJeevan Publishing House, Ahmedabad.

2. Communication Skills by Sanjay Kumar Pushplata, Oxford University Press.
3. Business Communication by Asha Kaul, Prentice Hall of India.
4. *Business Correspondence and Report Writing* by Sharma and Mohan, Tata Macgrow Hill.
5. *Speak in English You Can* by Prof. Lakshminarayanan K.R, Scitech Publications (India) Pvt. Ltd.
6. *Command of Language in the profession of Law* – Lord Denning
7. *Legal Maxims* ( Reference Text ) by Madabushi Sridhar
8. Murli Manohar, *Art of Conveyancing and Pleading*, Eastern Book Company, Lucknow, 2004
9. *Communication Skills* by C.B. Gupta
10. Bansal, R.K. and J. B. Harrison. *Spoken English for India: A Manual of Speech and Phonetics*, Hyderabad: Orient Longman, 1983.
11. Technical Communication-Principles and Practice- Meenakshi Raman and Sangeeta Sharma, Oxford University Press.
12. S.C.Tripathi, *Legal Language, Legal Writing and General English*, Central Law Publications, New Delhi, 2005. Chapter - 4
13. Thomson and Martinet, *A Practical English Grammar*, OUP, Mumbai, 1970.
14. *The Merchant of Venice* (Act–IV, the court scene) – William Shakespeare
15. S.P. Agarwal, *Pleadings*, Lexis Nexis, New Delhi, 2003

**Extracted from S.C. Tripathi, Legal Language, Legal Writing and General English – Chapter -4**

**Foreign (Latin) Legal Maxims**

1. **Actio Personalis Moritur Cum Persona**
2. **Actus Non Facit Reum, Nisi Mens, Sit, Rea**
3. **Audi Alteram Partem**
4. **Damnum Sine Injuria Esse Potest**
5. **Delegatus Non Potest Delegate**
6. **Ex Nudo Pacto Non Oritur Actio**
7. **Ex Turpi Causa Non Oritur Action**
8. **Falsus In Uno Falsus In Omnibus**
9. **Ignorantia Facit Excusact Ingorantia Juris Non Excusat (Ignorance Legis Neminem Excusant)**
10. **In Jure Non Remota Causa, Sed Proxima Sepectatus**
11. **Injuria Sine Damno**
12. **Nemo Dat Quod Non Habet**
13. **Novus Actus (Or Causa) Interveniens**
14. **Qui Facit Per Alium Facit Per Se**
15. **Res Ipsa Loquitur**
16. **Respondeat Superior**
17. **Rex Non Potest Peceare**
18. **Salus Populi Supreme Lex**
19. **Sic Utero Tuo Ut Alienum Non Leadas**
20. **Ubi Jus Ibi Idem Remedium (Or) Ubi Jus Ihi Remedium**

**21. Ut Res Magis Valeat Quam Pereat**

**22. Volenti Non Fit Injuria**