

## **BBA.LL.B (HONS.) – I-SEMESTER**

### **ENGLISH –I - (LEGAL LANGUAGE & LEGAL WRITING)**

#### **COURSE CODE:**

**Course Objective:** The course aims to help students to become competent and confident in their communication strategies, with special reference to legal profession.

#### **Course Outcomes:**

- CO 1: Students will heighten their awareness of English for Special Purpose use in legal language.
- CO 2: Students will acquire a good grasp on correct usage of English grammar in speaking and writing.
- CO 3: Students will learn about the different formats of drafting through a sound training in drafting skills,
- CO 4: Students will be equipped with different communication strategies, essential for making oral presentations in Moot Courts
- CO 5: Students will enlarge their vocabulary essential for reading and comprehending legal articles

**UNIT-I:** Introduction to legal language, Legalese; Official language- the constitutional position (Articles 343 to 347, 348, 350, 351) -Functional Grammar: Tense, Error Analysis – Articles, Prepositions, Concord, Idealisms etc. - Active & Passive Voice.

**UNIT-II:** Enriching Vocabulary: Plain language for lawyers, Legal Terms (including foreign phrases), Synonyms and Antonyms, Words/phrases often confused like Law, Custom, Justice, Right, Duty, Wrong, Civil Wrong, Criminal Wrong, Remedy, Fact, Person, State, Plaintiff, Complaint, Suit, Affidavit, Judgement, Appeal, Review, Revision, References, Writ, Stay order, Injunction, Adjournment, Cause of Action, Issue, Charge, Bail, Ex Parte, Discharge, Acquittal, Conviction, Legal heirs, Legal Representative, Power of Attorney, International law, Arbitration, Jurisdiction, Amicus Curiae etc.

**UNIT-III:** Drafting Skills: Document design basics, designing documents for the computer screen, Note making, E-mail etiquette.

**UNIT-IV:** Communication Strategies: Verbal and Nonverbal symbols, Common communication roadblocks, redeeming the roadblocks

**UNIT-V:** Presentation Skills, Short and extended oral presentation, Group discussion, Debate, Role- play.

#### **Textbooks:**

1. Gandhi, BM, English Language, Legal writing & General English, Eastern Book Co, 2009
2. J.S. Singh & Nishi Behl, *Legal Language, Writing and General English*, Allahabad Law Agency, 2009
3. N.R. Madhava Menon, *Clinical Legal Education*, Eastern Book Company, 2011 (Reprint)

**Reference Books:**

1. Yadugiri, M A. & Geetha Bhasker, English for Law, Foundation Books, 2011
2. Asprey, Michele M: Plain Language for Lawyers, Federation Press; 3rd Edition, 2003
3. Wydick, C. Richard, Plain English for Lawyers, Carolina Academic Press; 5th Edition, 2005
4. Jenny Chapman, *Interviewing and Counselling*, Routledge Cavendish, 2000 (2<sup>nd</sup> Edn)
5. Stephens P. Robbins, *Organizational Behaviour*, Pearson Education India, 2013 (15<sup>th</sup> Edn)
6. John Galsworthy, *Justice*, F.Q. Books, 2010
7. Varinder Kumar, Raj Bodh, et.al., *Business Communication*, Oscar Publication, 2010