

GAU, Faculty of Law

Course Title	Communications & Study Skills I	
Course Code	LAW109	
Type of Course	Compulsory	
Level of Course	Bachelor's Degree	
National Credits	3	
ECTS Credits	6	
Theoretical (hour/week)	3	
Practical (hour/week)	-	
Year of Study	1	
Semester when the course unit is delivered	1	
Mode of Delivery	Face-to-face	
Language of Instruction	English	
Prerequisites and co-requisites	LAW110 Communications & Study Skills II	
Objectives of the Course		
<ul style="list-style-type: none"> • Familiarize students with the skills needed to become a competent legal practitioner with its focus on communication and discourse about law • identify how lawyers and judges communicate in the formal structure and in the world outside of the courtroom • explore how legal communications inside and outside of the formal legal system impact social justice goals. 		
Learning Outcomes		
The students who have succeeded in this course should be able to		Assessment
1	Construct concise and cohesive submissions etc. for a client/professional/general/mixed audience in the context of social/cultural diversity	1, 2
2	Read and discuss legal materials which are written in technical and complex language	1
3	Will master the use of some electronic information retrieval systems	1
<i>Assessment Methods:</i> 1.Exam 2.Assignment 3.Project/Report 4.Presentation 5.Lab Work		
Course's Contribution to Program		
		CL
1	To understand key areas of substantial and procedural national and international laws.	5
2	To develop capacity for legal research, with ability to access information and primary and secondary resources in various areas of law.	4
3	Acquire understanding of the principal features of the English Legal System (Common Law-institutions and procedures), laying foundations for entry to the profession.	5
4	Demonstrate ability to interpret extensive and complex legal authority in particular areas of law and have capacity for producing clear summary of legal issues.	2
5	Develop ability to identify legal issues arising from factual situations, analyse and interpret legal problems and apply relevant legal rules for the provision of practical and reasoned advise to particular problems.	2
6	Understand the interconnection between various area of law and the dynamics of legal study in its interconnection to social, political and economic contexts.	3
7	Demonstrate ability to provide legal and critical analysis.	3
8	To acquire skills of communication in both oral and written forms, making use of correct legal terminology.	4
9	To possess skills required for legal practice such as argument development, legal reasoning, drafting and pleading writing.	3
10	Acquire transferrable intellectual and professional skills (such as independence, time management and teamwork) to provide enhanced grounds for employability in the legal industry.	4
11	To understand and act in accordance with the standards, responsibilities, ethical requirements of the profession and norms of the established legal practices.	1

12	To be self-reflective while learning; recognise the need for, and have capacity to engage in life-long learning in the context of new legal developments.	3	
<i>CL (Contribution Level): 1.Very Low, 2.Low, 3.Moderate, 4.High, 5.Very High</i>			
Course Contents			
Week		Exams	
1	Introduction		
2	Working within the Law		
3	Communicating Effectively		
4	The Lawyering Process I		
5	The Lawyering Process II		
6	Writing Letters: Letters, Mails, Resumes, Cover Letter		
7	Review		
8		Midterm	
9	Figure of Speech		
10	Discovering your learning styles and Preferences		
11	Interviewing and Advising		
12	Introduction to Oral Communication Skills		
13	Oral Presentations		
14	Review		
15		Final	
Recommended Sources			
Textbook: Lawyering Skills and the Legal Process: Maughan and Webb, Cambridge University Press, (2nd Edition 2005).			
Supplementary Material (s): Annabel Elkington et.al., College of Law Publishing, 2010			
Assessment			
Attendance		5%	
Homeworks		10%	
Presentation		5%	
Midterm		30%	
Final		50%	
Total		100%	
ECTS Allocated Based on the Student Workload			
Activities	Number	Duration (hour)	Total Workload (hour)
Course duration in class	13	3	39
Assignments	2	5	10
Project/Presentation/Report Writing	1	3	3
Midterm Examination	1	2	2
Final Examination	1	2	2
Self Study	19	6	114
Total Workload			170
Total Workload/30 (h)			5.7
ECTS Credit of the Course			6