



# Profesní komunikace v právu (i jinde)



## Tým z CJV na PrF:

Štěpánka **Bilová**

Veronika **Camacho**

Barbora **Chovancová**

Radmila **Doupovcová**

Hana **Katrňáková**

Eva **Šrámková**

Daniela **Veškrnová**





## Právnická fakulta MU, Veverí 70, Brno



## Co Vás v tomto semináři čeká?


- Formálnost v právní korespondenci ve francouzštině
- Jak na „memo“ metodou snowballing
- Peer review v němčině
- Právnícká poradna ve španělštině

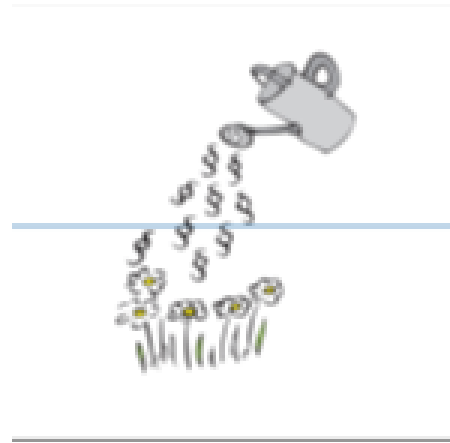


# Formálnost v právní korespondenci ve francouzštině

## Angličtina - co potřebují právníci?

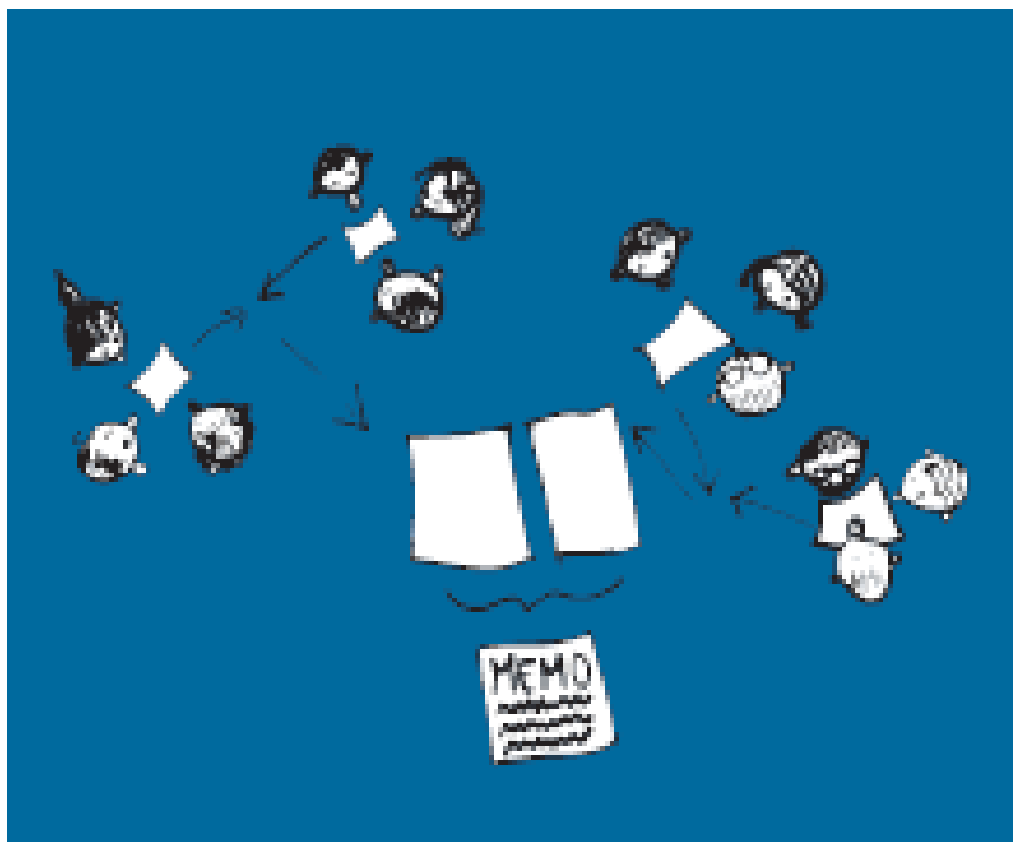
praktické a univerzální dovednosti

- Akademické: abstrakty 
- Profesní: dopisy a emaily klientům/právníkům & memoranda



# Jak na „memo“ metodou snowballing

Aktivita metodou „sněhové koule“





Dear all,

Let me inform you that our law firm continues in the in-company training programme. We have arranged for an interesting seminar on ..... (TOPIC).

The seminar will be held at ..... (PLACE) on ..... (DATE & TIME) and it will be run by an experienced lecturer, Mr John Cooper. We would strongly advise that all of the firm members attend this event because .....(REASONS).

Naturally, it may be necessary to reschedule your meetings and other activities so that you can participate in the seminar, but I firmly believe that nobody can afford to miss this seminar.

I sincerely hope that all of you welcome this opportunity to improve your expertise and thus ability to serve our clients and I recommend you fully consider this opportunity. The management of the firm deeply supports your participation.

Please let me know by.....(DEADLINE, HOW)

whether you can attend

## Organizing a seminar for junior lawyers

### Negotiating, writing memos

You work for an international law firm in Prague and you have been assigned the task of organizing a seminar for the firm's junior employees. Discuss the areas in which your staff needs training and select the most relevant one. Agree on the topic and list reasons that it is needed.

**Snowball activity:** In groups of three, students prepare a topic for the seminar, then two groups meet and negotiate to decide which topic to offer on behalf of the new group. Finally, the "official" version is selected from the negotiations by a general vote.

The agreed version of the forthcoming training is then added into the memo template:



Dear all,

I am pleased to inform you that our law firm is continuing with its in-company training programme. We have arranged for an interesting seminar on ... *Lawyer-Client Interview Techniques – How to Get Relevant Information ...* (SUBJECT).

The seminar is being held at ... *Faculty of Law, Masaryk University ...* (PLACE) on ... *10 November ...* (DATE & TIME). It is being conducted by an experienced lecturer, Prof. Paul Hall, and should be extremely informative. The quality of the speaker is such that none of us can afford to miss the seminar.

We would strongly recommend that every member of our law firm attend this seminar because ... *client management is one of the basic soft skills essential for every lawyer ...* (REASONS).

We will, of course, pay the entrance fees and other expenses related to this event for all those attending. I would greatly appreciate it if you would encourage everyone to go and provide me with the names of those who will be attending *no later than/by ... Friday 1 November ...* (DEADLINE).

I look forward to your reply.

Sincerely,

Anna Nováková

Following steps: analysis of the structure and language of memos (sentence openers, phrases, etc.)



## 4. Memos - structure

Informative memos as well as proposal/persuasive memos have to be well structured and they usually include the following elements:

- Reason for writing
  - Description
  - Proposal
  - Benefit
  - Call for action
- 
- Identify the elements in the memo above and underline useful expressions (sentence openers, phrases, ...).

As a preparation for writing a formal memo, do the following exercise. Match the formal verbs (1-9) with their more informal counterparts (a-i)

1. assist	a. get
2. commence	b. ask
3. cease	c. help
4. endeavour	d. try
5. enquire	e. stop
6. guarantee	f. tell
7. inform	g. start
8. peruse	h. make sure
9. receive	i. look through

## **6. Compulsory Assignment (credit requirement)**

**You are working in a law firm. Write a formal memo to your colleagues about a seminar on the New Civil Code in the Czech Republic which will take place on 3 November at the Faculty of Law, Masaryk University, Veveří 70, Brno. Include the following points:**

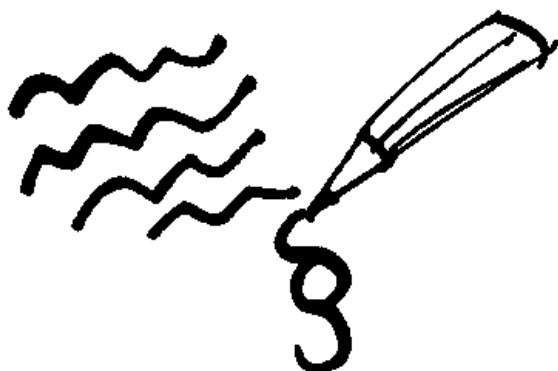
- **reasons for writing**
- **benefits of the training**
- **seminar is expensive, our law firm offered to pay**
- **number of participants is limited, react immediately**

**Use an appropriate style (formality, choice of words, legal terms).**

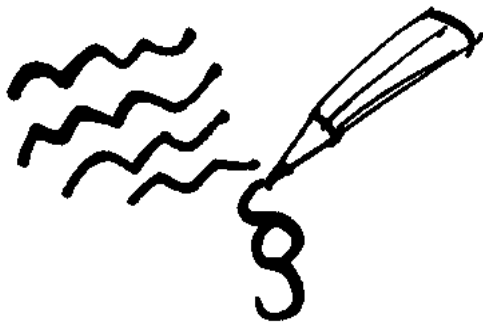
**Write 120 - 180 words.**

## Practice makes perfect – těžko na cvičišti...

Jak pomoci studentům krok za krokem



V této fázi nezáleží **na obsahu, ale na volbě stylistických prostředků**



- *“If there is one thing I cannot praise enough it would be the creative assignments like creating a contract or drafting a bill **without** the obligatory **earnestness that entails the traditional legislative acts**“*

*(student feedback – anonymous)*



# Student generated feedback

## Positive stroking:

*I would be satisfied with your advice if I was your client.*

*Information is clear, style is fine, advanced collocations are used.*

## Highlighting of problem areas:



*It is a pity that text is not divided to paragraphs. It would be more comfortable for reading.*


*There are some minor spelling mistakes, but they do not influence understanding of the text.*

[jme\\_diskuzni\\_toi](#)

MP210Z Jazyk I.2. - angličtina pro právníky (jaro 2016) - 25

• Přispěvky: vše [dobré reakce na mě](#) • [Nové příspěvky](#) • [Seznam vláken](#) • [Vyhledávár](#)


**Vlákno: Letter to Mr Simpson**  Dosud nehodnoceno. 


 Dear Mr Simpson,  
(introduction)


We went through your case and we have come to the conclusion that you could sue the company which owns the shop for damages. The shop owed duty to provide you as a customer safe environment on its premises and the duty was breached due to negligence. The owner of the shop should have kept in mind that many customers might use the stairs and amount of customers might exceed the weight limit. On the other hand you should be prepared that the judge might consider your own behaviour on the side of the accident and therefore you should prepare your own statement of what happened to clarify the situation. I will be in touch again shortly, but in the meantime, if you have any questions, please do not hesitate to contact us.


Yours sincerely,


Dostálová  
Jahodová  
Obrusník


**Re: Letter to Mr Simpson** Dosud nehodnoceno. 

 My comment on the letter:  
I would be satisfied with advice given in your letter if I was your client. Information is clear, you wrote even about risks connected with a legal action against the shop. Logical structure of the letter is comprehensible, but the text could be graphically divided into 3 paragraphs. Style is fine, advanced collocations are used. There are some minor spelling mistakes and I am not sure about correctness of the sentence "I will be in touch again shortly (...)" where adverb "soon" instead of "again shortly" would be more fitting.

**Re: Letter to Mr Simpson** Dosud nehodnoceno. 

 I went through your letter and I can clearly say that as yours client, I would be definitely satisfied with you. Structure of the letter is clear and common person would be able to understand it without any problem even though you used legal terminology and phrases. It is a pity that text is not divided to paragraphs. It would be more comfortable for reading. Also I found some spelling mistakes but they do not influence understanding of the text.

**Re: Letter to Mr Simpson** Dosud nehodnoceno. 

 My comment:  
As a client I would be satisfied with your advice. You used clear sentences which are understandable to person without law education. But I think that maybe there is few phrase that doesn't fit it (formal letter in touch) there could be used other better phrase. The structure is logical. I miss there just paragraphs. There is just a few mistakes but it is good advice for the client.

17. 4. 2016 10:50, Jana Veverková (stud.PrF MU), [učo 453220](#) • [upravit název](#) • [-hodnotit-](#)

• [reagovat](#) [příspěvek č. 62835673]

## Zpětná vazba – od učitele a „peer review“

- Na papír
- IS – Diskusní fóra, Odevzdávárny
- Facebook – uzavřená skupina
- Google Disc
- Program „Peer review“
- Nahrávání – audio, video



# Peer review v němčině



## Peer- Review

im Fach Deutsch für Juristen, 3. Semester

2. fakultative Aufgaben:

- 1) eine Bewerbung
- 2) zwei Bewertungen

Motivation zum Schreiben:

Im Falle der rechtzeitigen und ordnungsgemäßen  
Erfüllungen von beiden Aufgaben werden Ihnen zwei  
Punkte zum Abschlusstest **gutgeschrieben**.

# 1. Aufgabe: Bewerbung schreiben

**Bewerbung um ein ERASMUS-Stipendium zum Studium an der Universität ..... (nach Ihrer Wahl)**

Masaryk-Universität

Zentrum für Fremdsprachen, Abteilung an der Juristischen Fakultät

Veveří 70

611 80 Brno

Schreiben Sie eine Bewerbung mit 120-180 Wörtern an die oben angeführte Adresse. Das Datum und die Adressen werden nicht gezählt.

Äußern Sie sich zu allen vier Punkten:

1. Gründe für das Studium im Ausland
2. Begründung für die ausgewählte Universität
3. Ziel/Ziele des Studiums im Ausland
4. Ausgewählte Fächer mit Begründung

## 2. Aufgabe: zwei Bewertungen

•

Schreiben Sie für jede erhaltene Bewerbung eine Bewertung. Schreiben Sie ca. 50 Wörter.

Äußern Sie sich in jeder Bewertung zu folgenden Punkten:

- Struktur der Bewerbung
- Aufgabenbewältigung, d.h. ob sich der Kandidat zu allen vier Punkten geäußert hat
- deuten Sie auf die eventuellen grammatischen, syntaktischen oder lexikalischen Fehler hin
- Ihr persönlicher Eindruck, ob der Kandidat eine Chance für das ausgeschriebene Stipendium hat

## Souhrn úkolu

Vyučující:

Eva Šrámková

Skupina:

Deutsch für Juristen 3. Semester

Název úkolu:

Bewerbung um ein ERASMUS-Stipendium zum Studium an der Universität ..... (nach Ihrer Wahl)

Popis úkolu:

Čas zveřejnění úkolu:	5.10.2017 08:13:35	Počet studentů ve skupině:	37
Termín pro nahrání prací:	22. říjen 2017	Počet prací k hodnocení jedním studentem:	2
Čas zamíchání úkolu:	23.10.2017 00:01:24	Počet chybějících prací:	12
Termín pro nahrání hodnocení prací:	29. říjen 2017	Počet chybějících hodnocení prací:	8



# Právnícká poradna ve španělštině