

CORSO DI BUSINESS & LEGAL ENGLISH

PRACTICAL ENGLISH FOR LAWYERS AND ACCOUNTANTS

Corso SCHEDA N. 193700 Autorizzato dalla Provincia di Macerata con Determina Dirigenziale n. 40/6 del 16/02/2016

DOCENTI

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PROGRAMMA DIDATTICO: 42 ORE 3 maggio/11 giugno 2016

LEGAL ENGLISH

SETTING UP A BUSINESS

- Types of business
- Choosing the right business type
- Company liability

EMPLOYING PEOPLE

- Employment contracts
- Amendments to contracts
- Letter of resignation

BUYING AND SETTING GOODS AND SERVICES

- preambles
- agreements and contracts of sale
- contractual disputes
- common legal terms and conditions

PROTECTING INTELLECTUAL PROPERTY

- Copyright, patent, trade mark
- Landmark IP cases
- Rights agreement
- IP rights on the internet

MERGERS AND ACQUISITIONS

- Planning an acquisition
- M&A procedure
- Articles of association
- Financing a takeover
- Letters of intent (LOI)

RISK MANAGEMENT AN INSOLVENCY

- Assessing legal risk
- Causes and implications of insolvency
- Insolvency procedures
- Creditors rights
- Personal insolvency

BUSINESS ENGLISH

MEETINGS

- Opening a Meeting
- Problem Solving in Meetings
- Setting the agenda: taking part in meetings
- Closing a meeting

NEGOTIATIONS

- Taking part in discussions / effective communication in meetings
- Clarifying and interrupting
- Being assertive:

PRESENTATIONS

- Discussing qualities of a good presentation
- Pausing, pacing and sentence stress
- Delivering a presentation
- Structuring a presentation
- Using visuals
- Language focus: language of presentation
- Giving presentations with impact

TELEPHONING

- Introduction to phone calls
- Getting through on the phone
- Giving news on the phone
- Messages on the phone
- Arranging to meet
- Help, advice and complaint

SOCIALISING AND TRAVELLING

- Introduction to socialising – small talk
- Welcoming visitors to the office
- Hotels, flying and rent-a-car
- Networking
- Saying goodbye and thanks

Al termine del corso a coloro che avranno frequentato almeno il 75% delle ore verrà rilasciato un attestato di frequenza in LINGUA ESTERA INGLESE Practical English for Lawyers and Accountants TE5.50.1.1 valido ai sensi della Legge Regionale 16/90 . Il corso è a numero chiuso. Il criterio di selezione utilizzato nell'individuazione dei partecipanti sarà l'ordine di arrivo delle domande dal sito www.minervastudi.it

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