

Hamdard Institute of Legal Studies and Research (HILSR)

School of Law

Jamia Hamdard, New Delhi

Course Syllabus

Course Overview:

Course Title: English Language Skills and Legal Language II

Course Code: BALLB – 201

Semester: Second

Credits: 4

Medium of Instruction/Assessment: English

Objectives of the Course:

This paper focuses on orientation of students to English and legal language. To facilitate the students in enhancing their reading, writing, communication and comprehension skills so as to illustrate to law students the clarity of thought and language and to familiarize them with issues that have bearing on legal matters. It is to facilitate law students to acquire clarity of thought and language, and to develop critical and analytical skills. This course includes Grammar and usage, Communication Skills, Composition, Comprehension, and Presentation and Communication Skills. The course will also help the students in having a sound grasp over the language and to clearly and effectively communicate using the written language, along with enhancement of their thoughts, ideas and vision for practical application in their professional lives.

Learning Outcome:

At the end of the course, the students should be able to:

1. Learn and practice the grammar items in order to achieve the four skills (listening, speaking, reading and writing) of English language.
2. Understand principles of communication and practice communication skills in simulation.
3. Develop comprehension skills in order to have clarity of thought and action.
4. Acquire legal writing skills and familiarity with formats of legal documentation.
5. Make presentation before an audience and articulate their own views.

Assessment and Evaluation:

The course has a weightage of 100 marks. 75 % of the marks will be covered by the End Semester Examination; while as 25 % will constitute internal assessment to be conducted by the instructor.

- (A) **End Semester Examination:** There shall be ten questions in the Question paper with two from each unit. Students shall have to answer five questions, selecting one from each unit.
- (B) **Internal Assessment:** The students will be assessed and evaluated by the teacher during the entire semester at regular intervals. This shall be done by employing a wide range of methods including written tests, tutorials, term paper writing, presentations, etc.
Attendance of the students will also form a part of the internal assessment.

Course Outline:

The course is based on five units.

Contents of syllabus

Unit I: Grammar and Usage

1. Articles, Prepositions
2. Reported Speech
3. Relative Clauses

Unit II: Communication Skills

1. Principles of communication: Types of communication, personal space, Gesture and posture, Facial expression, language affecting behaviour, personal qualities. Non-verbal communication. Listening skills, Requisites of an effective Letter. Use of words, phrases, clauses and balanced sentences
2. Spoken Communication: Telephone Techniques, interview, applying for employment, grievances, handling complaints from customers, answering enquiries

Unit III: Comprehension

3. Essays — M. K. Gandhi, Jawaharlal Nehru, Montaigne, Virginia Woolf, Abraham Lincoln

Note: Essays by the above mentioned writers shall be chosen.

Unit IV: Composition Skills

1. Paragraph Writing, Précis
2. Reports and Recitals (Para writing) legal correspondence (Letters, Reports and Press Release)
3. Petition Writing

Unit V: Presentation and Communication Skills

1. Extempore
2. Mock Courts
3. Persuasive Arguments/ Presentations
4. Parliamentary Debate
5. Legislative Assembly Debates

Note: Documented/ Reported Legal Proceedings, written and oral, shall be used for demonstration.

Recommended Readings:

1. Adair, John. *Effective Communication*. London: Pan Macmillan Ltd., 2003.
2. Ajmani, J. C. *Good English: Getting it Right*. New Delhi: Rupa Publications, 2012.
3. Amos, Julie-Ann. *Handling Tough Job Interviews*. Mumbai: Jaico Publishing, 2004.
4. Black, E. L. and A. S. Lawkey. *Précis and Communication*.
5. Gandhi, M. K. *Third Class in Indian Railways*. Cosimo Classics, 2010.
6. Hasson, Gill. *Brilliant Communication Skills*. Great Britain: Pearson Education, 2012.
7. Lincoln, Abraham. *The Gettysburg Address*. Houghton Mifflin, 1997.
8. Montaigne, Michel. De. *The Complete Essays*. Penguin, 2004.
9. Mukherjee, H. K. *Legal Language, Legal Writing and General English*. Law Point, Calcutta.
10. Nehru, Jawaharlal. 'Tryst with Destiny'. Speech. 1947.
11. Sasikumar, V., Dutta and Rajeevan, *A course in Listening and Speaking-I*. Foundation Books, 2005.
12. Sawheny, Panja and Verma eds. *English At Workplace*. Macmillan, 2003.
13. Singh, R. P. *Professional Communication*. OUP., 2004.
14. Woolf, Virginia. *A Room of One's Own*. Fingerprint! Classics, Edition: 1, 2016.