





BOOK 1 ELEMENTARY LEGAL SERIES

LEGENDA

ID		INTRODUÇÃO AO DIREITO	
DC		DIREITO DO CONSUMIDOR	
DF		DIREITO DA FAMÍLIA	
DI		DIREITO INTERNACIONAL	
DA		DIREITO ADMINISTRATIVO	
DP		DIREITO PENAL	
DE		DIREITO EMPRESARIAL	
DP		DIREITO PROCESSUAL	
DC		DIREITO CONTRATUAL	
PJ		PRÁTICA JURÍDICA	
DT		DIREITO TRIBUTÁRIO	
DH		DIREITOS HUMANOS	
DPI		DIREITO DE PROPRIEDADE INTELECTUAL	
DI		DIREITO IMOBILIÁRIO	
DA		DIREITO AMBIENTAL	

OS LIVROS 1 E 2 FOCAM 70% NA ESTRUTURA DO IDIOMA E 30% EM CONTEÚDO MESCLADO DE VÁRIAS SITUAÇÕES CORRIQUEIRAS, MAS DENTRO DO CONTEXTO JURÍDICO COMO VERBOS E VOCABULÁRIO QUE REMETEM O ALUNO A SITUAÇÕES REAIS

LAW – BASIC LEVEL – UNITS FORMAT	Grammar	Vocabulary:	Possible sentences/questions:	Focus
LESSON 1 INTRODUÇÃO AO INGLÊS JURÍDICO	the alphabet; introductions	Introduction to legal English	good morning/ good afternoon; good evening The lawyer is busy this morning. I write e-mails in my office.	
LESSON 2 SIMULAÇÃO DE UM ESCRITÓRIO DE ADVOCACIA	Prepositions; simple present	Describing what one does.	I work in the legal department I speak English in my work	
LESSON 3 LUGARES E ITENS DE IMPORTÂNCIA	Simple present - negative form; verbs; register	Places and important items	I have to go to the courtroom every day. Sir, I need to speak with the advisor. I don't need to work today.	
LESSON 4 ATIVIDADES DE UM ADVOGADO	Review of previous lessons	New business legal terms/ activities at work	I make photocopies in the office. How are you this morning? I don't have to speak with the lawyer.	
LESSON 5 EM REUNIÃO	Imperative form/ interrogative form/ verb conjugation	Imperative form/ interrogative form/ verb conjugation	come in please! Don't open your file now. Do you understand?	

LESSON 6 OUTRAS PROFISSÕES E ÁREAS DO DIREITO	Verb to be – affirmative and negative forms	Words related to people and places	You are the state judge, right? Are you busy at the moment? She isn't the new secretary.	
LESSON 7 USO DE POSSESSIVOS	The possessive case/ the possessive pronouns/ Interrogative sentences	objects	This process is mine Is this a memo? Those notebooks are yours. Those notebooks are yours.	
LESSON 8 CONVERSÇÕES JURÍDICAS	Articles/ too x either	Phrases related to Everyday conversation	At times the prosecutor acts for the State. I have to draft a contract for the law firm. Why do you write every monthly report?	
LESSON 9 DIAS E MESES	Simple past of verb to be	Days and months	What day is it today? Was the judge in court on Monday? Where were you last week?	
LESSON 10 VIAGEM DE UM ADVOGADO	Auxiliary "does "for the third person	words/phrases related to trips	How many times a year does our lawyer? Please, book a flight for them as soon as possible. How much time does she still have?	
LESSON 11 HORA DO JULGAMENTO	adverbs; modal verbs (can/could)..will for future simple	asking for/telling the time	What time is it? Can we make that conference call at ..? I'll try to make it on time..	
LESSON 12 ÁREAS DE ATUAÇÃO	prepositions and numbers for dates- days of the week	Reading practice	She was born on the 4th of July. I'll fill them out in 20 minutes. We plan to start it on January 03rd.	

LESSON 13 UM JANTAR PÓS JULGAMENTO	Review of previous lessons	real life situations for business and leisure	Was the trial successful? At what time will their next meeting be? I like this restaurant. It's nice and relaxing.	
LESSON 14 CONEXÕES COM CLIENTES	Describing things	signs and terms for office spaces/ office supplies	a brainstorm room We have small meeting rooms.	
LESSON 15 DISCUTINDO UM CASO	review of previous lessons	recycling the words of the book into content	Our client wants to issue this claim urgently. Let's take a 15 minutes coffee break. What about our witnesses?	



**BOOK 2 COMPETENCY
LEGAL SERIES**

ID		INTRODUÇÃO AO DIREITO	
DCS		DIREITO DO CONSUMIDOR	
DF		DIREITO DA FAMÍLIA	
DI		DIREITO INTERNACIONAL	
DA		DIREITO ADMINISTRATIVO	
DP		DIREITO PENAL	
DE		DIREITO EMPRESARIAL	
DP		DIREITO PROCESSUAL	
DC		DIREITO CONTRATUAL	
PJ		PRÁTICA JURÍDICA	
DT		DIREITO TRIBUTÁRIO	
DH		DIREITOS HUMANOS	
DPI		DIREITO DE PROPRIEDADE INTELECTUAL	
DI		DIREITO IMOBILIÁRIO	
DA		DIREITO AMBIENTAL	
EE		ÉTICA e EMPREENDEDORISMO	
DT		DIREITO TRABALHISTA	
DCO		DIREITO COMERCIAL	

LESSON	GRAMMAR HIGHLIGHTS	VOCABULARY	POSSIBLE SENTENCES / QUESTIONS
LESSON 01	<ul style="list-style-type: none"> - Would Rather - Verb to mind - Verb to wear - Verb to look - Verb to stay - Verb to help - Verb to study - Prepositions of place 	<ul style="list-style-type: none"> - Establishing preferences and needs; - Office objects; - Personnel of the office (functions); -Verdict; litigation; preliminary 	<ul style="list-style-type: none"> - What do you need? - What would you like to do now? -I'd rather wait here for legal advice.
LESSON 02	<ul style="list-style-type: none"> - Present simple do/does - How many - Verb to speak - Verb to listen to - Verb to read - Verb to write - Verb to hold - Verb to understand - Verb to know -Verb to communicate 	<ul style="list-style-type: none"> - International Communication; - Languages; - Nationalities. 	<ul style="list-style-type: none"> - Do you speak English at work? - How many languages do you speak? - Does your friend know the local language? - How fluent are you in English? - Does the manager hold meetings in French? - I communicate well with them. - How is his pronunciation in Dutch? - Do you understand legal terminology?
LESSON 03	<ul style="list-style-type: none"> - Gerund (ongoing activities) - Wh questions - Verb to do - Verb to schedule - Verb to stop - Verb to work - Verb to 	<ul style="list-style-type: none"> - schedule a deposition -organize an appeal; - prepare a complaint. - eye witness - court ruling 	<ul style="list-style-type: none"> - What are you doing? - Who are you writing to? - What are you thinking about? - What are you working on? - Are you doing this job alone?

LESSON 04	<ul style="list-style-type: none">- Comparative and Superlative forms of adjectives- going to (future)- Verb to become	<ul style="list-style-type: none">- Age;- Work experience;- Shipping business.- How old	<ul style="list-style-type: none">- How old are you, Tim?- Julia is three years older than you are.- The attorney general has the best experience, ever!- When was this company established?- The judge is going to come.
-----------	--	--	---

	<ul style="list-style-type: none"> - Verb to believe - Verb to retire - Verb to suppose - Verb to deliver - Verb to specialize - Verb to handle - Verb to establish 		<ul style="list-style-type: none"> - This is the oldest company in our city. - Is the project manager in his forties? - Is Mr. Davis the youngest in your firm?
LESSON 05	<ul style="list-style-type: none"> - Present simple (third interrogative) - Review on previous units - Verb to drive - Verb to get up - Verb to wake up - Verb to report - Verb to implement - Verb to comply with - Verb to recruit - Verb to motivate - Verb to train - Verb to recommend 	<ul style="list-style-type: none"> - Vocabulary review on previous lessons; - Daily routine in an HR department.- billing hours; evidence; policies; healthcare; 	<ul style="list-style-type: none"> - What time do you usually start work? - She wakes up at 5:45 in the morning. - My husband works from 5 to 9 on weekdays. - I leave the office at 6 pm. - What time does the director get to the headquarters of the firm? - What do you prefer; working nightshift or dayshift?
LESSON 06	<ul style="list-style-type: none"> - Simple past – regular & irregular verbs (aff/neg/int) 	<ul style="list-style-type: none"> - Terminology of the previous lessons (Vocabulary review). - sworn translation; file papers; mortgage foreclosure referee 	<ul style="list-style-type: none"> - What time did you wake up yesterday? - The court messenger worked hard last week. - What time did the bookkeeper start her job last Monday? - The HR specialist recruited all of the new clerks. - Why did you stop your work? - I didn't know anything about legal proceedings.

LESSON	GRAMMAR	VOCABULARY	POSSIBLE SENTENCES / QUESTIONS
LESSON 07	<ul style="list-style-type: none"> - Simple past - further practice - Verb to pay - Verb to consult - Verb to expect - Verb to spend - Verb to earn - Verb to purchase - Verb to post - Verb to include - Verb to balance - Verb to calculate - Verb to review 	<ul style="list-style-type: none"> - Specific terminology on bookkeeping; Statement; income statement; depreciation; assets; liabilities - Specific terminology on accounting. 	<ul style="list-style-type: none"> - The finance lawyer worked in the accounting department. - Who posted that entry in this account? - I calculated our assets on a balance sheet. - The auditor said our records are correct. - She knew about your liabilities and equities. - The organization earned lots of profit in the last fiscal year. - Did the shareholders expect high gains? - Ms. Everett balanced out the entries in our daybooks. - What did your corporation purchase?
LESSON 08	<ul style="list-style-type: none"> - Simple past further practice – used to (past habits) - Verb to propose - Verb to project - Verb to create - Verb to be present - Verb to estimate - Verb to consider - Verb to answer - Verb to approve - Verb to itemize - Verb to cover - Verb to sum up - Verb to show 	<ul style="list-style-type: none"> - Specific terms on business law proposal; - Specific terms on budgeting. - police records; estimate the costs; take more cases; criminal history; give a sentence 	<ul style="list-style-type: none"> - Who gave the sentence? - Did you used to consider your clients criminal history? - Did you use to write the contracts? - Were the police files correct? -Who used to attend the hearings? -I used to attend preliminary hearings. - All decision makers used to be present in budget meetings.
LESSON 09	<ul style="list-style-type: none"> - Present perfect tense - Verb to investigate - Verb to be sentenced - Verb to develop 	<ul style="list-style-type: none"> - Events in the past periods of time; - have/has lived; worked; been;known;come;gone etc 	<ul style="list-style-type: none"> - Have you been able to speak with that client? - I have worked in research laboratories for the past five years. - She has invested large amounts of capital.

	<ul style="list-style-type: none"> - Verb to establish - Verb to consider - Verb to invest - Verb to fall - Verb to review - Verb to wear out - Verb to be able to 	<ul style="list-style-type: none"> - unprecedented profits; reputation; growth; development; legal counseling; police report, etc. 	<ul style="list-style-type: none"> - Have you invested in software development? - Our firm has experienced explosive growth in the last years. - Susan has already reviewed the police report. Hasn't Paula called the police yet?
LESSON 10	<ul style="list-style-type: none"> - Past continuous tense - Review of grammar points - Review sentence structure 	<ul style="list-style-type: none"> - Terminology of the previous lessons (Vocabulary review). 	<ul style="list-style-type: none"> - What was the attorney doing yesterday afternoon? - What were you doing when I called you on the telephone? - While the prosecutors were speaking the assistant was taking notes. - They were spending too much money when the work stopped. - We were investing capital in these assets when the prices fell.
LESSON 11	<ul style="list-style-type: none"> - Review of all grammar points seen in the book- - Writing (stages of a lawsuit) 	<ul style="list-style-type: none"> -Vocabulary related to lawsuit - settlement techniques; complaint; pre-trial discovery; trial; pre-trial motions; jurisdiction and venue; defendant; 	<ul style="list-style-type: none"> - This court has jurisdiction over all causes... - Venue is proper because... - The contract was to be performed in this Country. - Legal action should be taken because...
LESSON 12	<ul style="list-style-type: none"> - Review of all grammar points seen in the book 	<ul style="list-style-type: none"> - Words related to the legal secretary's job - communicate with attorneys; full-time/part-time job; control petty cash; 	<ul style="list-style-type: none"> - Secretaries work in offices supporting the daily duties of a business. - Secretaries can be found in every type of business and industry. - Secretaries have wide ranging duties and perform diverse tasks throughout the day.
LESSON 13	<ul style="list-style-type: none"> - Review of all grammar points seen in the book 	<ul style="list-style-type: none"> - Specific terms and some information about vacation: hotel, transport, places, costs, etc. - time off; paid leaves of absence; take a break from work; help someone out 	<ul style="list-style-type: none"> - I barely ever get time to take a few days off from work. - Tomorrow my family and I are leaving the country on an 18 day vacation!

LESSON 14	<ul style="list-style-type: none"> - Review of all grammar points seen in the book 	<ul style="list-style-type: none"> - Basic terminology related criminal procedures - Amendment; pursuant; carved out; array; seized; 	<ul style="list-style-type: none"> - Criminal procedures can be understood as... - People have the right to be... - The sixth amendment covers/describes... - In all criminal prosecutions, the accused shall...
LESSON 15	<ul style="list-style-type: none"> - Review of all grammar points seen in the book 	<ul style="list-style-type: none"> - Job interview: typical questions, some tips and a guide. 	<ul style="list-style-type: none"> - How would you define success? - Please tell me a bit more about yourself! - What are your strengths? - What are your weaknesses?



BOOK 3 MASTERY LEGAL SERIES

LEGENDA

ID		INTRODUÇÃO AO DIREITO	
DC		DIREITO DO CONSUMIDOR	
DF		DIREITO DA FAMÍLIA	
DI		DIREITO INTERNACIONAL	
DA		DIREITO ADMINISTRATIVO	
DP		DIREITO PENAL	
DE		DIREITO EMPRESARIAL	
DP		DIREITO PROCESSUAL	
DC		DIREITO CONTRATUAL	
PJ		PRÁTICA JURÍDICA	
DT		DIREITO TRIBUTÁRIO	
DH		DIREITOS HUMANOS	
DPI		DIREITO DE PROPRIEDADE INTELECTUAL	
DI		DIREITO IMOBILIÁRIO	
DA		DIREITO AMBIENTAL	
EE		ÉTICA e EMPREENDEDORISMO	

Lesson	Grammar Highlights	Vocabulary	Possible Sentences/ Questions
Lesson 01 Pessoas da lei	<ul style="list-style-type: none"> - Possessive adjectives - Introduce key term for legal professions - Past simple - Verbs, adjectives and nouns. 	<ul style="list-style-type: none"> - The English to communicate with co-workers; - Describe things, situations and jobs - Talking about routine 	<ul style="list-style-type: none"> - What does your job involve? - Who do you work for? - What's your annual salary? - Let me introduce my colleague... - Why don't we have those statements?
Lesson 02 Direito empresarial	<ul style="list-style-type: none"> - Adverbs of frequency - Listen to specific informatin - Past Simple - Present Perfect - 	<ul style="list-style-type: none"> - Technical terms and key concepts of business law - Law for business. - sequence words 	<ul style="list-style-type: none"> - How often do you...? - When do you...? When did you..? How long have you..?
Lesson 03 ADMINISTRATIVO	<ul style="list-style-type: none"> - Imperative form. - Giving instructions and advice; - Asking for information 	<ul style="list-style-type: none"> - Giving instructions and advice - Terminology of business law Sequence words 	<ul style="list-style-type: none"> - Have you business plan ready - I will be meeting.. - Get familiar with...

<p>Lesson 04 Contratos</p>	<ul style="list-style-type: none"> - Simple Conditional. - Register - Verbs, nouns, adjectives, adverbs, antonym (word class) 	<ul style="list-style-type: none"> - Basic concepts about contracts -Agreements; - contract vocabulary x general English 	<ul style="list-style-type: none"> - I often see terms and conditions... - We follow company procedures... - Losses can be avoided.. - Reasonable attorney fees and court costs...
<p>Lesson 05 Empreendedorismo</p>	<ul style="list-style-type: none"> - Present perfect passive. - Listening for specific information 	<ul style="list-style-type: none"> - Entrepreneur qualities; - Reading activity. 	<ul style="list-style-type: none"> - What does the lifestyle entrepreneur place before profit?
<p>Lesson 06 Política e Ética</p>	<ul style="list-style-type: none"> - Introduction to Future Simple - Shall 	<ul style="list-style-type: none"> - Regulations and Standards; - Expressions for prohibition, permission and obligation. 	<ul style="list-style-type: none"> - Refusing or failing to carry out the instructions of the supervisor should not be permitted. - Legislative acts and contracts...
<p>Lesson 7 DIREITO PENAL</p>	<ul style="list-style-type: none"> -Present Perfect -Review of Past Simple 	<ul style="list-style-type: none"> - Crimes and punishments -Expressions. -Making decisions in groups 	<ul style="list-style-type: none"> -I think you should go to prison. -He should have an attorney to represent him
<p>Lesson 8 PENALIDADES</p>	<p>Present Perfect Continuous</p>	<p>Politics, corruption, terrorism Reading Exercises.</p>	<p>What have you been doing lately? I express my beliefs strongly.</p>
<p>Lesson 9 DIREITO IMOBILIARIO</p>	<p>Comparatives; superlatives</p>	<p>basic concepts of property law</p>	<p>Property law is more complex than I thought.</p> <p>He can build another house in the garden.</p> <p>Conveyancing is the transferring of property from one person to another.</p>

Lesson 10 PROPRIEDADE INTELLECTUAL	To do so/ Use of English	elements of privacy and intellectual property	Is censorship something to take into account? Judge rejects fair use defense in Harry Potter lexicon case...
Lesson 11 DIREITO PROCESSUAL	Present Perfect Simple x Continuous/ supposed to	an overall view of power of attorney	The case is very simple-looking. The proper prices are falling low. We`re close to exceeding our arguments. I`ve been working here all my life.
Lesson 12 TIPOS DE CORTES	Word formation	Types of courts in the UK and the US/ An introduction to legal systems.	The High Court is the main civil court in England. The Admiralty court is court which is part of Queen`s Bench Division.
Lesson 13 DIREITOS HUMANOS	Review of previous lessons	Introduce key vocabular related to human rights	All are equal before the law.. Everyone has the right to an effective remedy... What do you think about law enforcement officials?
Lesson 14 DIREITO DE FAMÍLIA	Describing Family law issues/ refresh of previous grammar	Adoption, marriage, divorce, etc	What do think should be preserved? A simple divorce available in some jurisdictions... A mediator facilitates the discussion...
Lesson 15 DIREITO DO CONSUMIDOR	word formation	Guidelines for professional consumer rights	These laws are designed to prevent fraud.. How do I sound to the customer? Was the vendor able to resolve the client`s problem?



BOOK 4
INTERATIONAL
LEGAL ENGLISH

LEGENDA

ID		INTRODUÇÃO AO DIREITO	
DCS		DIREITO DO CONSUMIDOR	
DF		DIREITO DA FAMÍLIA	
DI		DIREITO INTERNACIONAL	
DA		DIREITO ADMINISTRATIVO	
DP		DIREITO PENAL	
DE		DIREITO EMPRESARIAL	
DP		DIREITO PROCESSUAL	
DC		DIREITO CONTRATUAL	
PJ		PRÁTICA JURÍDICA	
DT		DIREITO TRIBUTÁRIO	
DH		DIREITOS HUMANOS	
DPI		DIREITO DE PROPRIEDADE INTELECTUAL	
DI		DIREITO IMOBILIÁRIO	
DA		DIREITO AMBIENTAL	
EE		ÉTICA e EMPREENDEDORISMO	
DT		DIREITO TRABALHISTA	
DCO		DIREITO COMERCIAL	

	The practice of law
Lesson 01	
Lesson 02	Company law: company formation and management
Lesson 03	Company law: capitalization

Lesson 04	Company law: fundamental changes in a company
Lesson 05	Contracts: contract formation
Lesson 06	Contracts: remedies Case study 2: Environmental law
Lesson 07	Contracts: assignment and third-party rights
Lesson 08	Employment law

Lesson 09	Real property law
Lesson 10	Contracts: contract formation
Lesson 11	Intellectual property Case study 4: Intellectual property law 195
Lesson 12	Negotiable instruments
Lesson 13	Secured transactions

Lesson 14	Debtor–creditor Case study 5: Transnational insolvency law 241
Lesson 15	Competition law
Lesson 16	Transnational commercial law Case study 6: Transnat