

# Standards of English for Lawyers

Standard 1 : UNDERSTANDING AND INTERPRETING SPOKEN AND WRITTEN LANGUAGE  
ON A WORK TOPIC

1.1 Using listening skills at an <u>advanced</u> level	1.2 Using reading skills at an <u>advanced</u> level
<p><u>Benchmark Indicators:</u></p> <ol style="list-style-type: none"> <li>(1) Identify key information in spoken texts (conversations, meetings, etc.)</li> <li>(2) Identify stated and implicit details about mood, attitude, situation and formality in discourse containing expressions of and responses to gratitude and appreciation, complaints, hopes, disappointment, satisfaction, dissatisfaction, approval and disapproval</li> <li>(3) Identify stated and implied meanings in extended warnings, threats, suggestions and recommendations</li> <li>(4) Understand an extend oral exchange between several speakers: identify main ideas, bias and statements of fact and opinion for each speaker; summarize and evaluate development of positions</li> </ol>	<p><u>Benchmark Indicators:</u></p> <ol style="list-style-type: none"> <li>(1) Get key information related to work from notes, e-mails, letters, textbooks, etc.</li> <li>(2) Identify factual details and implied meanings in moderately complex notes, e-mail messages and letters containing general opinions and assessments of situations, responses to complaints and expressions of sympathy</li> <li>(3) Understand and follow formal instructions of advisory, instructional texts, and other instructions for familiar processes or procedures that require integration of several pieces of information</li> <li>(4) Reconstruct the message, position, bias, values, assumptions and motions of a writer from fragments of texts; provide detailed information as evidence in the presence of distracting information and competing answers</li> </ol>

Standard 2: USING SPOKEN AND WRITTEN ENGLISH TO PARTICIPATE IN WORK INTERACTION

<p>2.1 Using spoken English at an <u>intermediate</u> level</p>	<p>2.2 Using written English at an <u>advanced</u> level</p>
<p><u>Benchmark Indicators:</u></p> <ul style="list-style-type: none"> <li>(1) Use and respond to verbal details of special exchanges in informal and formal situations</li> <li>(2) Express doubts and concerns: oppose or support a stand or a proposed solution</li> <li>(3) Participate actively in formal meetings, interviews or seminars</li> <li>(4) Contribute to debates and case study discussions in a workplace context</li> <li>(5) Negotiate settlements of civil disputes effectively</li> <li>(6) Mediate a conflict/ dispute between others effectively</li> <li>(7) Speak fluently and accurately with clear pronunciation</li> <li>(8) Advise clients of their legal rights and all matters related to law</li> </ul>	<p><u>Benchmark Indicators:</u></p> <ul style="list-style-type: none"> <li>(1) Draw up legal documents such as real estates transactions, wills, divorces and contracts, and prepare statements of legal opinions</li> <li>(2) Write notes, e-mails, etc. related to legal and factual issues illustrating principles and details</li> </ul>

Standard 3: USING AN APPROPRIATE LANGUAGE VARIETY AND REGISTER ACCORDING TO AUDIENCE, PURPOSE, SETTING, AND CULTURE

Advanced Benchmark Indicators:

- (1) Use appropriate degree of formality in face-to-face communication in social and professional situations
- (2) Use appropriate language, forms and styles in written communication
- (3) Select appropriate topics to discuss in social or professional situations
- (4) Use polite language to interact with clients, especially when persuading, negotiating, and expressing value judgments and emotions

Standard 4: UNDERSTANDING AND USING NONVERBAL COMMUNICATION APPROPRIATE TO AUDIENCE, PURPOSE, SETTING, AND CULTURE

Advanced Benchmark Indicators:

- (1) Understand body language norms among various cultures
- (2) Recognize and adjust behavior in response to negative and positive nonverbal cues
- (3) Identify attitudes and emotions of clients from their nonverbal communication
- (4) Interact with clients using gestures, facial and body language appropriate to clients' cultures, e.g. appropriate space, eye contact, smiling, laughing, silence
- (5) Use intonation, pitch, volume and tone of voice appropriately