



ENGLISH FOR LAW

Reading 2

CAREER PATHS

LAW (Book 3)

UNIT 1 TIME MANAGEMENT

GET READY!

BEFORE READING

85% of all data breaches
are from small businesses



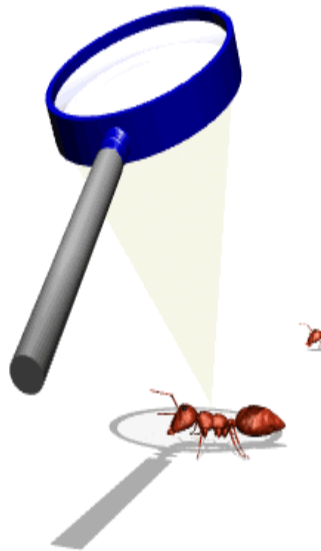
Small Business Owners have gone out of business
because of the cost of a Data Breach

I.WHY IS TIME MANAGEMENT AN IMPORTANT SKILL?

- **Time management is an important skill because it allows you to use your time effectively, meet deadlines and be punctual. Good time management helps you to prioritize tasks, manage your workload and ultimately, enjoy more free time, because you don't have unfinished projects to complete at home.**



2. WHAT ARE SOME METHODS BUSY PEOPLE CAN USE TO STAY ORGANIZED?



People can make to-do lists and then prioritize important tasks. Keeping a personal planner is also an effective way of keeping track of upcoming appointments and deadlines. These days, cell phones and computers have built in calendars and planners which can be an effective tool in personal organization too.

2. READING: T/F



1. Delegating is a good way to lighten your workload.

⇒ **T.**

2. Simple tasks are less urgent than more complex tasks.

⇒ **F.**

3. Do easy jobs first and the harder, more unpleasant jobs later.

⇒ **F.**

3. VOCABULARY

1. maximize

=> B. to make the best use of something

2. procrastinate

=> A. to not do something that needs to be done

3. accomplish

=> F. to complete something successfully

4. prioritize

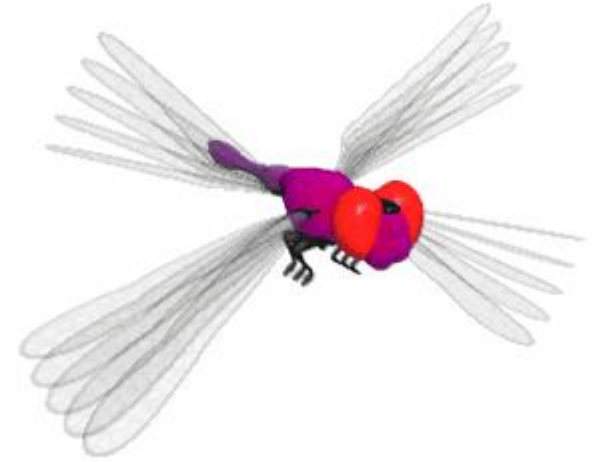
=> C. to decide what is most important

5. delegate

=> E. to give work to another person to do

6. pick out

=> D. to choose something



4. VOCABULARY



- 1 progress
- 2 workload
- 3 to-do list
- 4 urgent
- 5 crucial
- 6 task
- 7 realistic
- 8 deadline

UNIT 2. CALENDARS



Before reading

1. Where do people record their appointments and important dates?

- People record their appointments and deadlines in personal planners, on wall calendars and on computer calendar programs.



2. Law firms usually have a master calendar with important dates marked. Why is this beneficial?

- It allows all the firm's employees to see what important cases and deadlines are coming up. It also means employees can easily find out what other employees are working on, where they are and when they have free time

(2) COMPLETE THE TABLE



- 1 wall calendar
- 2 to track the movements and appointments of employees
- 3 tickler file
- 4 software program

(3). Vocabulary

- 1 master calendar, pocket planner
 - 2 reminded, updated
 - 3 software, tickler file
 - 4 formats, conflicts

(4) Vocabulary

1/ B

-> Staff should look at the firm calendar regularly.

2/ A

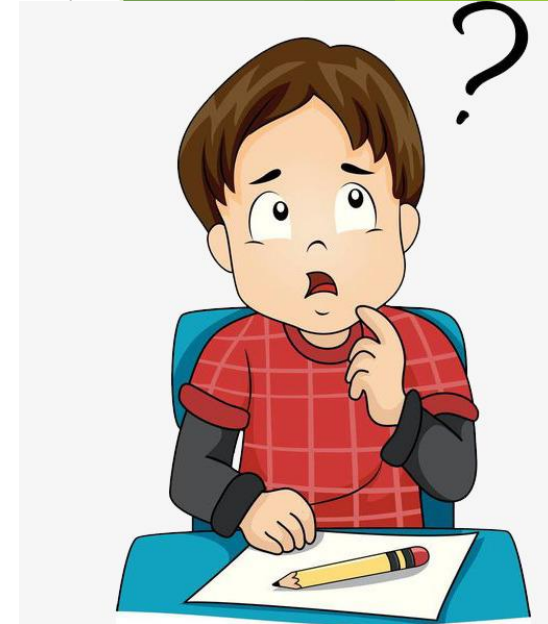
-> Freda uses a wall calendar so that she can easily see her appointments.

3/ B

-> Every boss should track the movements of his or her staff

4/ A

-> Ms. Dailey has an appointment with her doctor.



UNIT 3.

DOCUMENT RETENTION



(1) GET READY!

Question 1. What are some important documents people keep for a long time?

- Important documents people keep for a long time include; birth and marriage certificates, driving licenses, degree certificates and other qualifications, financial and medical records.

Question 2.

Why do they keep this kind of information?

- ⇒ *These documents are important when you apply for jobs, loans, visas or study.*
- ⇒ *Financial documents may be important for calculating taxes.*



(2) READING:
CHOOSE THE CORRECT ANSWER.



1/ What is the policy about?

⇒ **B**

2/ Which of the following must be kept for more than six years?

⇒ **C**

3/ What should happen to legal files after a case closes?

⇒ **C**

(3) VOCABULARY

1/ A

2/ B

3/ A



4/ B

5/ A

6/ A

(4) VOCABULARY

FILL IN THE BLANKS



1/ Employees may receive a..... such as a fine.

⇒ **penalty**

2/ Everyone in the company should with the rules.

⇒ **comply**

3/ to follow the rules may lead to disciplinary action..

⇒ **Failure**

4/ Illegal actions can a company to a court case.

⇒ **subject**

5/ You can store data electronically, or as a

⇒ **hard copy**

6/ Please keep these records for a of five years.

⇒ **period**

UNIT 4

■ **LEGAL BILLING**



BEFORE READING



1/ Sometimes lawyers do not get paid unless they win their cases. Why do you think this is?

⇒ *Some lawyers are not paid unless they win their cases because they do not charge an hourly rate but take a percentage of any damages awarded to their client. Lawyers choose this method of payment if they are fairly sure the case will be successful.*

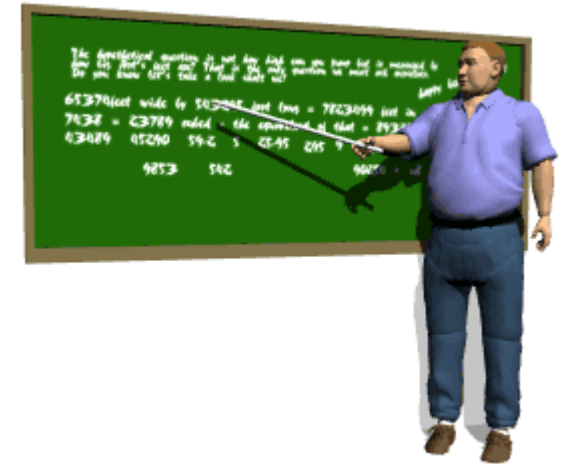
2/ Why are lawyers' fees often expensive



- **Lawyer's fees are expensive because a lawyer's education is expensive. Lawyers may have several years of university debt to pay back. Likewise, setting up a the legal team is an expensive business and usually requires lawyers to take out loans**

(2) READING:

- 1/ **retainer**
- 2/ **reduced**
- 3/ **flat rate fee**
- 4/ **senior partner**



(3) VOCABULARY - Match the words with the definitions

1. reduced rate

⇒ **E**

(an hourly fee which is less than usual)

2. flat rate

⇒ **A**

(a fixed payment for a service)

3. current rate

⇒ **G**

(the fee which is applicable at the moment)

4. hourly rate

⇒ **D**

(a fixed amount of money per hour of work)

5. contingency fee

⇒ **C**

(the percentage of money awarded a lawyer gets)

6. recovery

⇒ **B**

(the money awarded to a client)

7. retainer fee

⇒ **F**

(the money paid to reserve a lawyer's service)

(4)
VOCABULARY
Similar
meaning

- 1. options**
- 2. refunded**
- 3. considerably**
- 4. up front**
- 5. prominence**
- 6. billing procedures**
- 7. expertise**
- 8. payment**

