



# CAMBRIDGE LAW STUDIO

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'English language training for the most successful  
lawyers and law students in the world'

Based in Cambridge, England

# CONTRACT

The Company and Contractor agree as follows:

**Term of Agreement.** This Agreement shall be effective and all obligations set forth in this Agreement shall have a continuing obligation, unless otherwise stated. Contractor shall have a continuing obligation to perform all services set forth in this Agreement and agrees to meet all milestones and deliverables of this Agreement intended for the Company's protection and benefit. In the event of a change in the scope of work, the Contractor shall be responsible for the completion, expiration or termination of the contract, it is intended to survive the completion, expiration or termination of the contract.

**CONTRACTOR UNDERSTANDS THAT NO WORK SHOULD BEGIN UNDER THIS AGREEMENT PRIOR TO SUCH TIME AS ALL SIGNATURES HAVE BEEN OBTAINED BY CONTRACTOR PRIOR TO SUCH TIME SHALL BE CONSIDERED AS A VOLUNTEER.**

**Work.** Contractor shall perform all of the services set forth on Exhibit A (which is attached to this Agreement) and agrees to meet all milestones that time is of the essence in this Agreement and agrees to meet all milestones.

**Terms of Payment.** The consideration for all services (and goods if any) provided under this Agreement shall be paid by the Company as follows:

The Company's total obligation to Contractor under this Agreement, including reimbursable expenses, shall not exceed \$ \_\_\_\_\_.

Reimbursable expenses must be itemized and accompanied by receipts. Contractor shall submit invoices for reimbursement of expenses must be consistent with the Company's travel policy. Reimbursable expenses, and clearly indicate the purpose of each request for reimbursement must be itemized and accompanied by receipts. Contractor shall submit invoices for reimbursement of expenses must be consistent with the Company's travel policy. Reimbursable expenses, and clearly indicate the purpose of each request for reimbursement must be itemized and accompanied by receipts.

**Terms of Payment.** Contractor shall submit invoices for reimbursement of expenses must be consistent with the Company's travel policy. Reimbursable expenses, and clearly indicate the purpose of each request for reimbursement must be itemized and accompanied by receipts.

Receipts must be submitted to the Company within 30 days of the date of the expense. Receipts must be submitted to the Company within 30 days of the date of the expense.

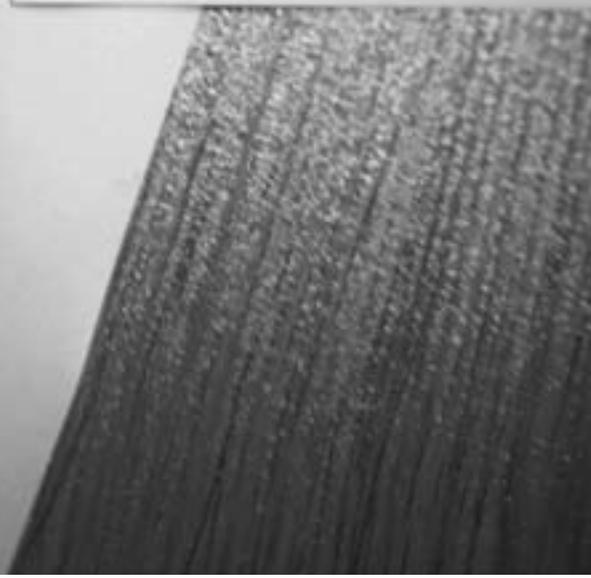
Receipts must be submitted to the Company within 30 days of the date of the expense. Receipts must be submitted to the Company within 30 days of the date of the expense.

Signature of Contractor

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

For Company Signature and Stamp  
Signature required

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: Authorized Purchasing Service  
Date: \_\_\_\_\_



## Cambridge Law Studio is different from other schools because we understand what employers want from working lawyers.

We constantly consult employers such as law firms, banks and international corporations about their needs. They all tell us the same thing. They say they need lawyers with practical skills: lawyers who can negotiate international deals, draft and amend contracts and write opinions and formal letters professionally and accurately. However, employers tell us what they're really searching for are lawyers who have a very rare quality: 'commercial awareness'.

At Cambridge Law Studio practical skills and commercial awareness are the key targets of every lesson. You will certainly leave us with much better English language skills than when you arrived.

However, you will also know more about the enormous difference between the English you need to understand a contract law lecture and the English you really need to negotiate and draft a commercial contract. You will also know more about the English you really need to advise a client on setting up a business, advising on local law or avoiding bankruptcy.

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There are hundreds of schools offering English lessons that help with academic law.  
**There's only one Cambridge Law Studio.**

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## About Cambridge Law Studio

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Cambridge Law Studio is considered to be one of the world's most trusted and successful providers of education in legal English.

We were established in the late twentieth century and are members of the International Division of the Law Society of England and Wales. We are accredited by the Accreditation Service for International Colleges.

Our teachers have provided English language support courses for international lawyers from many leading commercial law firms and we have also worked with lawyers from corporations such as Sony Ericsson and Daimler Chrysler.

We are pleased to offer courses to working lawyers and to law students who are still at university in their own country and already have the ambition to find employment with an international law firm.

The director of Cambridge Law Studio has been teaching legal English for many years and has written many successful publications on the subject including 'The Lawyer's English Language Coursebook' and 'An Essential A-Z of Business Law'.

**Our mission statement:** The mission of Cambridge Law Studio is to provide the best possible level of educational support to international lawyers and law students from around the world who need to study English language and English law as part of their professional development.

We will work to the best of our ability to make sure that all participants in our courses are prepared in the most practical and up-to-date way to work in any legal environment requiring English language skills and knowledge of English commercial and contract law.

We aim to support any learner, whatever his or her level of general English, who needs to function with an improved level of English in his or her workplace and we aim for all participants to leave our courses more able, more confident and with the skills to continue to study independently in the future.

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We will always try to exceed our clients' expectations of us in every area of their experience with **Cambridge Law Studio**

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# Legal English Plus

Our 3-week course for less experienced international lawyers and law students.

## Course Basics

Course Length: 3 weeks

Location: Girton College, University of Cambridge

Maximum Number of Students: 12

Total Classroom Hours: 63

Students take the TOLES Advanced exam at the end of the course at no extra charge.

You will receive: An attendance certificate, a TOLES certificate, a personal report, a pack of Cambridge Law Studio stationery and a copy of 'An Essential A-Z of Business Law' all at no extra charge.

## Course Outline

The course includes an intensive study of these areas:

- Commercial legal vocabulary in context
- The terminology of commercial contracts
- Best practice in modern contract drafting
- Accurate modern letter-writing skills
- Negotiating skills
- Forms of business in the UK
- Company law and its vocabulary
- Presenting information and legal opinions
- Comparing styles – legalese and plain English
- The requirements of leading law firms

## A Typical Day

Lessons take place at these times. Friday's lessons finish at lunchtime to allow you the opportunity for relaxation and travel.

9.00 – 10.30 LESSON 1

10.30 – 11.00 morning coffee break

11.00 – 12.30 LESSON 2

12.30 – 13.30 lunch in the dining room

13.30 – 15.00 LESSON 3

We also ask you to complete some self study each evening.

## Focus of the Lessons

Lessons focus upon these aspects of English language:

- Vocabulary crash course
- Accurate and natural sentence structure in English
- Modern style and register
- Comparing the legal English of the UK and the USA
- Accurate prepositions in English
- Accurate collocations in English
- Accurate formation of questions
- Accurate conditional sentences
- Understanding modern idiom
- Correcting old problems





# Legal English Intensive

Our super-intensive 1-week legal English course for international lawyers who need to make progress very quickly.

## Course Basics

Course Length: 1 week

Location: Girton College, University of Cambridge

Maximum Number of Students: 6

Total Classroom Hours: 30

Students take the TOLES Advanced exam at the end of the course at no extra charge.

You will receive: An attendance certificate, a TOLES certificate, a personal report, a pack of Cambridge Law Studio stationery and a copy of 'An Essential A-Z of Business Law' all at no extra charge.

## Course Outline

The course includes an intensive study of these areas:

- Commercial legal vocabulary in context
- The terminology of commercial contracts
- Best practice in modern contract drafting
- Accurate modern letter-writing skills
- Negotiating skills
- Forms of business in the UK
- Company law and its vocabulary
- Presenting information and legal opinions
- Comparing styles – legalese and plain English
- The requirements of leading law firms

## A Typical Day

Lessons take place at these times Monday to Friday:

9.00 – 10.30 LESSON 1

10.30 – 11.00 morning coffee break

11.00 – 12.30 LESSON 2

12.30 – 13.30 lunch in the dining room

13.30 – 15.00 LESSON 3

15.00 – 15.15 short afternoon coffee break

15.15 – 16.45 LESSON 4

We also ask you to complete some self study each evening.

## Focus of the Lessons

Lessons focus upon these aspects of English language:

- Vocabulary crash course
- Accurate and natural sentence structure in English
- Modern style and register
- Comparing the legal English of the UK and the USA
- Accurate prepositions in English
- Accurate collocations in English
- Accurate formation of questions
- Accurate conditional sentences
- Understanding modern idiom
- Correcting old problems

# Drafting Commercial Contracts in English

Our highly-effective 4-day course for more experienced international lawyers.

## Course Basics

Course Length: 4 days

Location: Girton College, University of Cambridge

Maximum Number of Students: 8

Total Classroom Hours: 24

You will receive: A Cambridge Law Studio certificate, an EMG Associates certificate, a pack of Cambridge Law Studio stationery and a copy of our advanced commercial contracts vocabulary book all at no extra charge.

## Course Outline

Your course will consist of two days' training in English for drafting with Cambridge Law Studio teachers and two days' training in drafting commercial contracts with EMG Associates. Lessons are scheduled from 9:00am to 4:45pm each day.

## Drafting Commercial Contracts

This part of your training is designed to improve your skills in drafting commercial contracts in a very short time. It includes:

- The general principles of drafting using a plain English approach
- Replacing archaic language and deleting legal jargon
- Exercises in contract wording and phraseology
- An overview of cross-border contracts
- Licensing
- Agency
- Distribution
- Joint ventures
- Mergers and Acquisitions
- Other contracts
- Reading and understanding international agreements
- A joint venture agreement – a focused study
- Exercises on redrafting poorly-drafted clauses
- Exercises on redrafting traditionally-drafted clauses
- Drafting Heads of Terms/Letters of Intent
- Commercial negotiation role play
- Drafting the operative part of a Share Purchase Agreement
- Purchase price, warranties and indemnities, conditions precedent
- Consolidation and review
- The structure of a contract drafted in English

## Cambridge Law Studio

“As members of the International Division of the Law Society of England and Wales we have a unique insight into the language training needs of lawyers whose first language is not English. Our training will help you become more accurate and more natural in your use of English in commercial contracts in a very short period of time. Our focus is 100% practical and, above all, relevant to your work.”



# TOLES with Cambridge Law Studio

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## TOLES means 'Test of Legal English Skills'

The TOLES Advanced exam was created and then developed in consultation with leading commercial law firms and we consider it to be the gold standard of legal English achievement. TOLES Advanced was initially created at the request of a major commercial law firm in London who required a method of testing the English of international interns and new associates in its international offices. This required researching the tasks international lawyers were required to carry out in English and making a careful analysis of how best to test proficiency in those areas. The result was the TOLES Advanced exam. Since its creation it has been trusted by legal employers everywhere as a measure of a lawyer's commercial legal English skills rather than his or her academic legal English skills.

The exam has one paper; legal reading and writing.

The exam measures a candidate's skills against a native English-speaking lawyer. In other words, any candidate scoring in the 'Gold' category genuinely has very similar legal English skills to a native English-speaking solicitor, barrister or attorney. The exam has a heavy focus on the vocabulary and grammar required for contract drafting. It also encourages knowledge of the plain English style of writing favoured these days by leading commercial law firms. A working knowledge of the difference between 'legalese' and 'plain English' is essential to doing well in this exam. The candidates who score very well at advanced level show an appreciation of the huge importance of absolute accuracy when working in law, as well as having a strong grasp of technical legal vocabulary. The exam also requires sensitivity to register and an understanding of how formal and informal English is used in a professional workplace.





## What is Commercial Awareness?

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‘**Commercial awareness** is more than simply knowing what the law is. It involves an understanding of what is important and relevant to the client and how the law works in reality. A law student often sees things in black and white. An experienced lawyer knows there are many other colours in between’.



At Cambridge Law Studio we know that it is no longer enough simply to know the law and to be able to explain to clients what they can and cannot do. A good lawyer should operate as a trusted adviser, not a policeman. Your clients will require knowledge and advice that will enable them to get the best possible result for their business within the existing commercial and legal framework. This means that as their lawyer you must have:

- English language skills that give you the ability to advise on real-life scenarios, not academic theory
- A good general knowledge of a client's business and an understanding of the wider environment in which your client's business operates
- An ability to look at situations from a commercial as well as a legal point of view

This means an understanding of what makes a particular business successful and appreciating the factors that influence that success. A law student is quick to apply the obvious solution to a problem; a commercially aware lawyer has realistic alternatives.

#### What practical skills do employers value?

- Attention to detail
- Absolute accuracy
- Strong client care skills
- Strong interpersonal skills
- Comprehensive commercial legal vocabulary
- Strong negotiating skills
- Understanding contracts
- Contract drafting
- Formal writing skills

# Obtaining a visa for entry into the UK

Some students need a visa to enter the UK. If you are not sure about this please email or call us and we will advise you. You need to get a visa or what is sometimes called 'entry clearance' into the UK by applying to your nearest British High Commission or British Embassy.

Cambridge Law Studio has successfully passed inspection for the purposes of allowing students to enter the UK in order to study on our legal English courses. The rules set out by the UK immigration authorities are as follows:

All UK schools now need to be accredited in order to issue students with offer letters for the purposes of obtaining a visa. Cambridge Law Studio has been inspected by the ASIC as a Premier Status College.

As our courses are for less than 6 months we are advised by the UK Border Agency that our students require a STUDENT VISITOR VISA.

## To obtain a student visitor visa you must be able to show that

- you are 18 or over;
- you intend to visit the UK for no more than 6 months (or 11 months if you will be undertaking an English language course);
- you intend to leave the UK at the end of your visit;
- you have enough money to support and accommodate yourself without working or help from public funds, or you and any dependents will be supported and accommodated by relatives or friends;
- you can meet the cost of the return or onward journey; and
- you are not in transit to a country outside the 'Common Travel Area' (Ireland, the UK, the Isle of Man and the Channel Islands).

It is very important to point out that we have been told that any of our students applying under Tier 4 will AUTOMATICALLY BE REFUSED A VISA. This is because Tier 4 applies only to students who wish to enter the UK for six months or more. Therefore, please DO NOT apply to enter the UK under Tier 4. Please DO apply for a Student Visitor Visa.

If you wish to study in the UK and stay for longer than 6 months or you wish to work in the UK you must enter the UK as a student and not a student visitor.

## Useful website addresses for further information on all types of visa are:

The UK Border Agency Visa Services website at: [www.ukvisas.gov.uk](http://www.ukvisas.gov.uk)

The UK Council for International Student Affairs website at: [www.ukcosa.org.uk](http://www.ukcosa.org.uk)

## Citizens of the EEA

If you are a citizen of the European Economic Area (the EEA) you do not need a visa to enter the UK. The EEA member states are: Austria, Belgium, Bulgaria, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the United Kingdom.

\*Switzerland is not a member of the EU or the EEA but Swiss nationals have rights which are similar to those of nationals of EEA countries. These rights mean that they do not require a visa to enter the UK.

of applicant... information document

预订确认

# 中华人民共和国签证申请表

## Visa Application Form of the People's Republic of China

请逐项在空白处用中文或英文大写字母打印填写，或在□打×选择。  
Please type your answer in capital English letters in the spaces provided or check the appropriate box to select.

关于你本人的信息 / Section 1. Information about Yourself

Middle Name: M.

# PASSPORT



United States  
of America

Due to h...  
for a num...  
Please check

| ✈ Confirm |             | Arrive    |                        |
|-----------|-------------|-----------|------------------------|
| ORD - PEK | Flight Info | UA 851    | 744                    |
| PEK - ORD | Flight Info | UA 850    | 744                    |
|           |             | Departure | Fri Aug 15             |
|           |             | Arrival   | ORD<br>Fri Aug 15 2008 |



## Accommodation

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If you would like Cambridge Law Studio to arrange your accommodation with a local host family or in a study bedroom in Girton College all you have to do is select one of these options on your enrolment form.

These options are subject to an accommodation arrangement fee. Please see the website for up-to-date prices.

### **A Local Host Family**

We have a number of carefully-chosen host families, all of whom have been visited by a representative of our company. Most are within walking distance of Girton College, although at busy times of the year you might need to make a short journey to College by public transport or bicycle.

You will stay in a private bedroom with the option of shared or en-suite bathroom facilities and have your breakfast and evening meal provided by your hosts.

### **A Bedroom within Cambridge University Residence**

This option is only available to participants on our summer courses, from July to September. The bedrooms are in Girton College, Cambridge and offer a unique opportunity to experience life as a Cambridge University student. You will have your own comfortable study bedroom with shared bathroom facilities and full breakfast in the dining hall. Many students find it very convenient to have accommodation on site during the course.

### **Hotel and Bed & Breakfast Accommodation**

If you would like to arrange your own accommodation for the duration of your course there are many hotels and B&Bs in Girton and the wider Cambridge area. This type of accommodation is available for a variety of prices. You can contact us for a list of hotels and B&Bs near to College or book another if you would prefer that.





## What to do in your leisure time

Cambridge is a world-famous centre of education and, as you would expect, the University buildings dominate the city. It is a collegiate university, which means there is no single campus that you can visit but a collection of 31 colleges. These include Trinity (where Prince Charles was once a student), Christ's, Emmanuel and, perhaps most famous of all, King's with its magnificent chapel.

Most people like to walk along "The Backs", so called because it is a pathway along the backs of the colleges. Many tourist guides will tell you that this is one of the

most beautiful walks in England. Most people visit King's College Chapel and Trinity College, whose library was designed by Sir Christopher Wren, the architect of St Paul's Cathedral in London. You will also be able to go punting (boating) on the river in the great tradition of all Cambridge students.

As you would expect from a university city, Cambridge has a large number of good pubs, nightclubs and international restaurants. It also has excellent theatres and musical events throughout the year.



### Getting to London

Most of our students want to spend some time in London during their stay. Trains run from Cambridge Station to London (King's Cross) approximately every 15 minutes. The journey time is between 50 and 65 minutes depending on the route.

Cambridge Law Studio classes finish at 12:30 on Fridays to allow for weekend travel.

### Excursions

Cambridge Law Studio students work hard during their time with us but many also want to travel or go on excursions. We can organise this for you. We offer you a booking service with Travelsights, a local Cambridge company which specialises in travel for international students. Travelsights works with all of the major schools in Cambridge. The Travelsights programme works like this:

Cambridge Law Studio will give you a programme of the excursions available to you during your time with us. You choose from excursions on the list for that month.

You tell us which excursion you want to go on and pay either in cash or by credit card. We reserve your place with Travelsights and make all the arrangements for you. On the day of your excursion the Travelsights coach will collect you near Girton College. An experienced Travelsights representative will accompany you on the excursion.

#### Here are some popular excursions:

- Edinburgh
- London Theatre
- Bath & Stonehenge
- Greenwich Cruise
- Sporting Events

For full details of what will be available during your course please visit [www.travelsights.co.uk](http://www.travelsights.co.uk)



## What you think about our courses

At Cambridge Law Studio we constantly update our courses to reflect the global commercial market and will provide you with the practical skills that you need on a day-to-day basis.

We use a variety of authentic materials, such as extracts from British and American-style contracts, formal letters and commercial documents to teach the latest developments and trends in legal English skills.

We offer all of this in the impressive surroundings of the city of Cambridge, where our students can meet colleagues from all over the world.

Here is what some of our clients have said about their experience of studying with Cambridge Law Studio:

“I enjoyed the whole course a lot so thank you for that. I already use what I learned in my new job. At the moment, I prepare a lot of English e-mails, legal documents and participate in telephone conferences. I feel very confident doing that.”

**Jürgen Metzger, Germany**

“Hi! I’m Asli and I’m from Turkey. I completed this course last October. Honestly, at the beginning of the course I thought ‘How could this be useful for me because of the short time... it was just 3 weeks.’

Then my mind completely changed. The atmosphere was fantastic... our teachers were professional; they really know what we need to learn. Within a short time my legal writing and vocabulary skills really improved. I would like to recommend this legal course to my colleagues and other law students... it will be a good step for our future careers.”

**Asli Sahbaz, Turkey**

“I have started to work for a big law firm in Ankara. At the interview, they wanted me to translate a contract from English to Turkish and at that time I understood how important the legal course was. I was very successful - they said OK! For three months I have been working there, and I am so happy.”

**Pinar Vuralogu, Turkey**

“The course was excellent and the teachers as well as the other students were very nice. I really enjoyed my stay in Cambridge with the class and my host family.”

**Catherine Renaud, France**

“I need to use English in my law office almost every day. This is an excellent course for anyone who works with business law and contracts written in English.”

**Josep Tomas, Spain**

## We have provided language training services to lawyers from these organisations

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Sony Ericsson

Daimler Chrysler

Mullerat

Banco de Portugal

Linklaters Oppenhoff & Rädler

European Court of Justice

European Central Bank

Shearman and Sterling

KPMG

Bonn & Schmitt & Steichen

The Law Society of England & Wales

Barcelona Bar Association

Stibbe Advocaten en Notarissen

Leasfinanz AG

Brussels Bar Association

Alcatel Business Solutions

PricewaterhouseCoopers

Baker & McKenzie

Cuatrecasas

Le Büro

Oostvogels & Pfister

IPSOA

Hemmer.club AG

International Criminal Court

Deutsche Bundesbank

Qatar Steel Company

Qatar Petrochemical Company

Kuwait Petroleum Corporation

Heerema Marina Contractors Ltd

AzBTC

United Law Associates

Lahore Tax Bar Association

NCCI

Man Investments AG

Impress Metal Packaging SA

AgipKCO

Wintershall Libya

DuPont

Nordea Bank AB, Denmark

Allen & Overy

Freshfields Bruckhaus Deringer

Siemens

Eversheds

Levi Strauss

Carlsberg



Scan the QR code  
and enrol on one  
of our courses today.

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