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	Nota di contenuto	Book Cover; Title; Copyright; Contents; Preface; 1 Introduction to legal English; 2 Elements of legal writing; 3 Punctuation for legal writing; 4 Basic standards of legal writing; 5 Elements of good style: clarity, consistency, effectiveness; 6 What to avoid; 7 British and American English; 8 Contracts: performance, termination and remedies; 9 Contracts: structure and interpretation; 10 Contract clauses: types and specimen clauses; 11 Drafting legal documents: language and structure; 12 Correspondence and memoranda; 13 Applying for a legal position; 14 Aspects of spoken English 15 Meeting, greeting and getting down to business16 Interviewing and advising; 17 Dealing with difficult people: 10-point guide; 18 Court advocacy; 19 Negotiation; 20 Chairing a formal meeting; 21 Making a presentation; 22 Telephoning; Exercise answer key; Glossaries; About the author; Index
	Sommario/riassunto	English is the dominant language of international business relations, and a good working knowledge of the language is essential for today's

legal or business professional. Written for both students and practitioners, Legal English is a highly practical handbook, which addresses all aspects of legal employment, from the very basic use of language, to Chairing formal meetings.Supported for the first time by questions and answers throughout, this is the ideal learning aid for those seeking to perfect their legal English. Divided into three sections, it covers: