



أكاديمية الزمالة
العربية البريطانية



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Arab British Academy Fellowship
A.B.A.F





Writing and Legal Translation

Objectives

- The aim of the program is to improve the level of participants in drafting methods through understanding the law, its characteristics and divisions, and to know the methods and methods of drafting, types and general principles that must be taken into consideration in the legislative drafting and the drafting of contracts.
- It also explains to participants the translation methods, patterns, controls and rules.

Who Should Attend?

- Contract staff
- Managers
- Counselors
- Professionals responsible for contract execution and contractual claims

Seminar Outline

DAY 1

- The concept and characteristics of the law.
- Division of law.
- Sources of legislation.
- Types of legislation.
- Legal drafting techniques.
- Concept of legal drafting.
- Legal drafting methods and tools

DAY 2

- Workshop for the application of legal drafting tools.
- Rigid drafting and flexible drafting.
- The legislator's use of both formulations.
- Training workshops on these formulations.
- The material formulation and the moral formulation and application of each.
- Training workshops on each of the two formats.



- General principles to be taken into account in drafting.
- The disadvantages of legislative drafting and solutions to avoid them.
- A training workshop to develop solutions to avoid the disadvantages of legislative drafting.

DAY 3

- The nature and characteristics of the legal sentence.
- Methods used in legal syntax.
- Using words.
- Use punctuation.
- Rules for drafting legal memoranda of all kinds.

DAY 4

- Formulation of documents, documents and legal documents.
- Rules for drafting contracts and their stages.
- Legal translation controls:
- Workshop for legal translation types

DAY 5

- Language skills and drafting style.
- Interpretation of regulations and legal decisions.
- Applications for some legal formats



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