**Subject-division and course requirements**

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| --- | --- |
| Course | **The Basics of Law** |
| Code | **BAN2205** |
| Semester | **IV** |
| Contact hours per week (lecture + seminar) | **2+0** |
| Requirement | **exam** |
| Instructor | **Dr. Vesszős Balázs, senior lecturer** |

**Subject-division**

|  |  |
| --- | --- |
| **BAN2205 The Basics of Law** | |
| Week 1 | **Introduction to legal English** The development of modern English • Sources of legal English • What makes English difﬁcult? • What makes legal language difﬁcult? |
| Week 2 | **Basic standards of legal writing** Numbers • Citations • Terminology and linguistic peculiarities • Abbreviations • Business buzzwords |
| Week 3 | **Legal systems** The structure of the law • The constitution • Jurisdiction |
| Week 4 | **Sources of law: legislation** Background to making new law • Early development of a Bill • Passing an Act |
| Week 5 | **Sources of law: common law** Common law in the UK • Law reports |
| Week 6 | **The court system** Civil courts • Criminal courts |
| Week 7 | **Criminal justice and criminal proceedings** Criminal justice • Categories of criminal offence • Criminal court proceedings |
| Week 8 | **Civil procedure** Civil Procedure Rules • Proceeding with a claim |
| Week 9 | **Tribunals** The status and range of tribunals • Composition of tribunals and procedure |
| Week 10 | **European Union law** What is the EU? • How does the EU impact on Member States? |
| Week 11 | **Legal professionals: solicitors, barristers and judges** Legal practitioners • Training • A partner in a law firm • Organisation • Training and qualifications of practising barristers • Judicial appointments in England and Wales • The training of judges • Civil courts: sentencing and court orders |
| Week 12 | **Working lives** A company commercial lawyer • A legal secretary  **A law firm’s structure and practice** A law firm’s structure and practice |
| Week 13 | End-term test  **Explanations and clarifications** Explaining a procedure • Approximating and comparing • Rephrasing and clarifying |
| Week 14 | **Aspects of spoken English**  Body language • Tone of voice • Emphasis • Techniques |

**Participation in the sessions**

Lectures are an integral part of the course, and the Institute expects students to attend them (Study and Examination Regulations 8.§ 1.).

**Semester requirement:** exam grade

**Assessment and schedule**

The semester grade is given on the basis of a written test and a pass mark in an oral examination.

**Requirements of interim checks**

*Type of examination:* oral

*To be admitted to the examination:* a final test in week 13 with the same topics of the semester (weeks 1-12), with a mark of at least satisfactory*.*

**Grading**

The grade will be determined by the arithmetic average of the written examination and the pass mark in the oral examination. An unsatisfactory written component will disqualify the candidate from taking the oral examination.

7th February 2025

**Subject-division and course requirements**

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| --- | --- |
| Course | **Business Correspondence** |
| Code | **BAN2217** |
| Semester | **IV** |
| Contact hours per week (lecture + seminar) | **0+2** |
| Requirement | **seminar grade** |
| Instructor | **Dr. Vesszős Balázs, senior lecturer** |

**Subject-division**

|  |  |
| --- | --- |
| **BAN2217 Business Correspondence** | |
| Week 1 | Introduction to business correspondence |
| Week 2 | Requesting a quote |
| Week 3 | Ordering |
| Week 4 | Delivery, packing, insurance, payment |
| Week 5 | Banking, payment |
| Week 6 | Complaints |
| Week 7 | Mid-term test |
| Week 8 | Invitations |
| Week 9 | Notification of visit |
| Week 10 | Reservations |
| Week 11 | Accepting hospitality |
| Week 12 | Report, reminder |
| Week 13 | End-term test |
| Week 14 | Inquiry about training, scholarships; recommendations |

**Participation in the sessions**

Participation in seminars is compulsory. The permissible number of absences per semester is three times the weekly contact hours of the subject in full-time courses. If this is exceeded, the semester cannot be assessed (Study and Examination Regulations 8.§ 1.).

**Semester** **requirement:** seminar grade

**Assessment and schedule**

The semester grade is given on completion of two written tests with at least a satisfactory grade.

**Requirements of interim checks**

Consistent and timely completion of homework assignments, completion of other seminar activities (written assignments) and two final papers with a minimum grade of pass.

**Grading**

The practical grade for the semester is determined by the completion of homework and other seminar activities and the result of the final tests. An unsatisfactory practical grade may be corrected in accordance with the Study and Examination Regulations.

7th February 2025

**Subject-division and course requirements**

|  |  |
| --- | --- |
| Course | **The Basics of Law** |
| Code | **BAN2205T** |
| Semester | **IV** |
| Contact hours per week (lecture + seminar) | **2+0** |
| Requirement | **exam** |
| Instructor | **Dr. Vesszős Balázs, senior lecturer** |

**Subject-division**

|  |  |
| --- | --- |
| **BAN2205T The Basics of Law** | |
| Week 1 | **Introduction to legal English** The development of modern English • Sources of legal English • What makes English difﬁcult? • What makes legal language difﬁcult? |
| Week 2 | **Basic standards of legal writing** Numbers • Citations • Terminology and linguistic peculiarities • Abbreviations • Business buzzwords |
| Week 3 | **Legal systems** The structure of the law • The constitution • Jurisdiction |
| Week 4 | **Sources of law: legislation** Background to making new law • Early development of a Bill • Passing an Act |
| Week 5 | **Sources of law: common law** Common law in the UK • Law reports |
| Week 6 | **The court system** Civil courts • Criminal courts |
| Week 7 | **Criminal justice and criminal proceedings** Criminal justice • Categories of criminal offence • Criminal court proceedings |
| Week 8 | **Civil procedure** Civil Procedure Rules • Proceeding with a claim |
| Week 9 | **Tribunals** The status and range of tribunals • Composition of tribunals and procedure |
| Week 10 | **European Union law** What is the EU? • How does the EU impact on Member States? |
| Week 11 | **Legal professionals: solicitors, barristers and judges** Legal practitioners • Training • A partner in a law firm • Organisation • Training and qualifications of practising barristers • Judicial appointments in England and Wales • The training of judges • Civil courts: sentencing and court orders |
| Week 12 | **Working lives** A company commercial lawyer • A legal secretary  **A law firm’s structure and practice** A law firm’s structure and practice |
| Week 13 | End-term test  **Explanations and clarifications** Explaining a procedure • Approximating and comparing • Rephrasing and clarifying |
| Week 14 | **Aspects of spoken English**  Body language • Tone of voice • Emphasis • Techniques |

**Participation in the sessions**

Lectures are an integral part of the course, and the Institute expects students to attend them (Study and Examination Regulations 8.§ 1.).

**Semester requirement:** exam grade

**Assessment and schedule**

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**Requirements of interim checks**

*Type of examination:* oral

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**Grading**

The grade will be determined by the arithmetic average of the written examination and the pass mark in the oral examination. An unsatisfactory written component will disqualify the candidate from taking the oral examination.

7th February 2025

**Subject-division and course requirements**

|  |  |
| --- | --- |
| Course | **Business Correspondence** |
| Code | **BAN2217T** |
| Semester | **IV** |
| Contact hours per week (lecture + seminar) | **0+2** |
| Requirement | **seminar grade** |
| Instructor | **Dr. Vesszős Balázs, senior lecturer** |

**Subject-division**

|  |  |
| --- | --- |
| **BAN2217T Business Correspondence** | |
| Week 1 | Introduction to business correspondence |
| Week 2 | Requesting a quote |
| Week 3 | Ordering |
| Week 4 | Delivery, packing, insurance, payment |
| Week 5 | Banking, payment |
| Week 6 | Complaints |
| Week 7 | Mid-term test |
| Week 8 | Invitations |
| Week 9 | Notification of visit |
| Week 10 | Reservations |
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7th February 2025