

**МИНИСТЕРСТВО НАУКИ И ВЫСШЕГО ОБРАЗОВАНИЯ  
РОССИЙСКОЙ ФЕДЕРАЦИИ**  
**Федеральное государственное бюджетное образовательное учреждение  
высшего образования**  
**«Дагестанский государственный университет»**

Юридический колледж

**УЧЕБНО-МЕТОДИЧЕСКАЯ РАЗРАБОТКА**  
**ДЛЯ ФОРМИРОВАНИЯ**  
**КОММУНИКАТИВНОЙ КОМПЕТЕНЦИИ НА БАЗЕ АУДИОТЕКСТОВ У СТУДЕНТОВ**  
**ЮРИДИЧЕСКОГО КОЛЛЕДЖА**

Махачкала 2018г.

Учебно-методическая разработка для формирования коммуникативной компетенции у студентов юридического колледжа (составители Алиева Ю. И., Абдуразакова З. Г.).  
- Махачкала: ДГУ, 2017.-с.

Рецензенты:

Учебно - методическая разработка предназначена для студентов юридического колледжа и включает в себя учебные задания к аудиотекстам . Аудиотексты представляют собой оригинальный учебный материал . Разработанные задания построены на взаимодействии рецептивных и продуктивных умений устной речи и носят коммуникативный характер. Каждый урок представляет собой серию упражнений, направленных на антиципацию, понимания услышанного, воспроизведение наиболее значимых в смысловом и языковом плане частей аудиотекста , высказывание по заданным ситуациям в форме монолога или диалога, а так же устного и письменного изложения материала.. В конце пособия дается письменный вариант аудиотекстов.

Целью учебных заданий является совершенствование умений, необходимых для восприятия устной речи на слух.

## Lesson 1

***Listen to the text about people in the legal system and do the exercises to practice and improve your listening skills.***

- I. See if you know these words:
  - plaintiff,
  - complaint
  - defendant
  - attorney
  - paralegal
  - jury
  - judge
  
- II. Are the sentences true or false?
  - 1) The plaintiff delivered a verdict at the end of the trial.
  - 2) The jury decides if the man is guilty or not.
  - 3) The defendant is accused of a verdict.
  - 4) In the court, the plaintiff always makes the final decision.
  - 5) The defendant hires an attorney to prove that he is innocent.
  
- III. Choose the correct option to match the definition with the word.
  - 1) A legal conclusion
  - 2) A written document that states the reason for legal action.
  - 3) The place where people go to conduct legal business.
  - 4) A person who accuses another person of a wrongdoing.
    - a) verdict
    - b) plaintiff
    - c) court

#### d) complaint

#### IV. Fill in the blanks.

A civil case begins with a \_\_\_\_\_. He or she has a \_\_\_\_\_ about the actions of another person or organization. The plaintiff files the complaint with a \_\_\_\_\_.

The person or organization accused of a wrongdoing is the \_\_\_\_\_. Both the plaintiff and the defendant usually have the \_\_\_\_\_. The attorneys speak on \_\_\_\_\_ of their clients. A \_\_\_\_\_, a person with legal training, may assist the attorney.

In some cases, a \_\_\_\_\_ listens to arguments for and against the defendant. Then they decide on a \_\_\_\_\_. Finally, the \_\_\_\_\_ makes a decision to resolve the complaint.

#### V. Answer the questions.

- 1) What are some different jobs in the legal profession?
- 2) Which legal job would you prefer and why?

#### VI. Give an exposition of the text.

## Lesson 2

***Listen to the law firm's advertisement and do the exercises to practice and improve your listening skills.***

I. See if you know these words:

legal action

proof

settle

trial

appeal

II. Are the sentences true or false?

- 1) Battler and Evans Associates helps people who have been hurt.
- 2) The firm's clients are responsible for bringing proof to the attorneys.
- 3) The firm does not charge clients whose cases are not won or settled.

III. Choose the correct option to complete the sentences.

- 1) We are going to make sure you get the *damage / proof/ due process* you are entitled to.
- 2) Are you involved in a *lawsuit/ trial/ dispute*?
- 3) When you decide to initiate a *lawsuit/ appeal/ settle*, call us.
- 4) Everyone is entitled to *appeal/ damages/ due process*.
- 5) When a verdict is not in your favor we *appeal/ initiate/ settle* whenever possible.

IV. Fill in the blanks.

Are you \_\_\_ because of someone else's carelessness? Are you involved in a \_\_\_ with a neighbor? Butler and Evans is available to help you take \_\_\_ action.

Everyone is entitled to \_\_\_ process. When you decide to initiate a \_\_\_\_, call us.

We are going to make sure you get the \_\_\_ you are entitled to. Our investigators are able to get all the \_\_\_ needed for your \_\_\_\_. When a verdict is not in your \_\_\_\_, we appeal whenever possible.

In the event we fail to \_\_\_ or win your case, you don't owe us anything. So what do you have to \_\_\_? Call 876-0251 today to \_\_\_ a meeting.

V. Answer the questions.

1) Why do people decide to take legal action?

2) What do people need to do in order to start a case?

VI. Give an exposition of the text.

## Lesson 3

***Listen how libraries organize legal resources and do the exercises to practice and improve your listening skills.***

I. See if you know these words:

legal encyclopedias  
computerized database  
reference  
form book  
digests

II. Are the sentences true or false?

- 1) Legal professionals publish their thoughts and assessments about laws in primary materials.
- 2) Lawyers use form books when writing official documents.
- 3) Most of legal resources are available on computerized databases.

III. Choose the correct option to match the definition with the word.

- 1) Texts that contain laws
- 2) Collection of example documents
- 3) Mention information from primary materials
- 4) A book that summarized cases
- 5) Legal sources of information
  - a) primary materials
  - b) resources
  - c) digests
  - d) cite

e) form book

IV. Read and choose the correct words.

- 1) The paralegal can find the case annotations in the *journals/ legal encyclopedia*
- 2) It's much easier for Jane to find resources when she uses the *form book/ computerized database*.
- 3) The writer noted all the texts he used in the list of *digests/ references*.
- 4) Mark found the case *annotation/ primary material* in one of the legal journals.
- 5) A *form book/ legal encyclopedia* is useful when looking up what a legal term means.

V. Fill in the blanks.

There are many legal resources so it's important to know how libraries organize them. Most libraries have a section for\_\_\_\_. These texts contain \_\_\_to cases.

Secondary materials give opinions of the law. They include legal\_\_\_\_ and\_\_\_\_\_.

Encyclopedias often cite primary sources in their\_\_\_\_. \_\_\_ summarize individual cases that have similar topics. Other legal publications include \_\_\_and\_\_\_\_\_. \_\_\_\_\_ are articles about cases and they are printed in\_\_\_\_. Form books show how documents should be worked and formulated. Thankfully, most of these resources are available on\_\_\_\_. That way, you don't have to carry around a ton of books!

VI. Answer the questions

- 1) Where can legal professionals get information about cases?
- 2) Why do legal professionals need good research skills?



VI. Give an exposition of the text.

#### Lesson 4

***Listen to the memo and do the exercises to practice and improve your listening skills.***

I. See if you know these words:

constitutional law

state law

statue

court rules

II. Are the sentences true or false?

1) Great Cars Incorporated did not obey laws about testing its products.

2) Car Masters lost a lawsuit because it did not meet state laws.

3) The plaintiff cannot sue under a constitutional law for several weeks.

III. Choose the word that is closest in meaning to the underlined part.

1) The government made some changes to the laws that relate to government power.

A. state laws

B. constitutional laws

C. court rules

2) The Council announced new rules decided by the government for environmental issues.

A. precedents

B. legislation

C. procedures

3) Caroline needs to follow the steps to complete an activity very carefully.

A. legislation

B. constitutional laws

C. procedures

4) The principle which the law encourages states that all dogs in the park must be a leash.

A. court rules

B. policy

C. precedents

5) The article doesn't have any information connected to the case.

A) relevant

B) procedural

C) regulated

IV. Fill in the blanks.

Dear Ms. Martin

I finished my research on the Great Cars Incorporated (GCI) lawsuit.

Here are the important notes:

Recent national \_\_\_\_ requires a lot of safely testing. GCI did not follow that \_\_\_\_\_. But the \_\_\_\_\_ is new, so it may not \_\_\_\_\_ to our case. There is a \_\_\_\_\_. A suit against Car Masters was \_\_\_\_\_ two years ago. The company did not make changes to meet \_\_\_\_\_ fast enough. A judge dismissed the case after Car Masters met the \_\_\_\_\_. Still, the plaintiff may sue under a relevant \_\_\_\_\_. But court rules don't allow him to change the lawsuit yet. That \_\_\_\_\_ takes weeks. Let me know if you have any questions.

Sarah Jackson.

V. Answer the questions

1) How are laws created in your country? Do you think that system works well?

2) How do national and local laws differ?

VI. Give an exposition of the text.

## Lesson 5

***Listen to the letter and do the exercises to practice and improve your listening skills.***

I. See if you know these words:

medical records

correspondence

police report

fee agreement

agenda

II. Listen to the memo and choose the correct answers.

1) What is the memo about?

a) a previous case

b) a new client

c) new legislation

d) researching a case

2) Which of the following documents does Janine Not currently have for Mr. Hendricks?

a) an agenda

b) a police report

c) a retainer agreement

d) an intake memo

3) That is Mr. Thomson likely to do next?

a) contact Mr. Hendricks

b) send the client a bill

c) sign some documents

d) obtain medical records

III. Match the words (1-4) with the definition.

- 1) A contract between a lawyer and a client for retention and payment of services.
- 2) A set of documents that a lawyer obtains from other companies to help with a case.
- 3) A letter that is printed many times and sent to many different people.
- 4) A list of things that need to be done in a certain order.
  - a) retainer agreement
  - b) agenda
  - c) form letter
  - d) demand package

IV. Fill in the blanks.

Dear Mr. Thomson

I have opened a \_\_\_ on our clients, Mr. Hendricks. The file contains the \_\_\_\_, \_\_\_ agreement and \_\_\_ agreement. Please sign these. I need to mail them to Mr. Hendricks directly, along with our standard \_\_\_ letter.

I am also sending a demand \_\_\_ and copies of all the \_\_\_ so far. I have opened \_\_\_ folder and made up an \_\_\_\_\_. This is to ensure we have everything in time, including medical \_\_\_ and police \_\_\_.

Thank you.

Janine.

V. Answer the questions

- 1) What are some things attorneys and clients might talk about when they first meet?
- 2) Why do attorneys need clients to agree to their fees before representing them?

VI. Give an exposition of the text.

## Appendix

### Text 1

#### People in the legal system. Civil cases.

A civil case begins with a plaintiff. He or she has a complaint about the actions of another person or organization. The plaintiff files the complaint with a court.

The person or organization accused of a wrongdoing is the defendant. Both the plaintiff and the defendant usually have the attorneys. The attorneys speak on behalf of their clients. A paralegal, a person with legal training, may assist the attorney.

In some cases, a jury listens to arguments for and against the defendant. Then they decide on a verdict. Finally, the judge makes a decision to resolve the complaint.

### Text 2

#### Batler and Evans associates.

Are you injured because of someone else's carelessness? Are you involved in a dispute with a neighbor? Butler and Evans is available to help you take legal action.

Everyone is entitled to due process. When you decide to initiate a lawsuit, call us. We are going to make sure you get the damages you are entitled to.

Our investigators are able to get all the proof needed for your trial. When a verdict is not in your favor, we appeal whenever possible.

In the event we fail to settle or win your case, you don't owe us anything. So what do you have to lose? Call 876-0251 today to arrange a meeting.

### Text 3

Where do I look?

There are many legal resources so it's important to know how libraries organize them. Most libraries have a section for primary materials. These texts contain laws relevant to cases. Secondary materials give opinions of the law. They include legal encyclopedias and digests. Encyclopedias often cite primary sources in their references. Digests summarize individual cases that have similar topics. Other legal publications include case annotations and form books. Annotations are articles about cases and they are printed in law journals. Form books show how documents should be worked and formulated. Thankfully, most of these resources are available on computerized databases. That way, you don't have to carry around a ton of books!

Text 4

## Memo

Dear Ms. Martin

I finished my research on the Great Cars Incorporated (GCI) lawsuit. Here are the important notes:

Recent national legislation requires a lot of safely testing. GCI did not follow that policy. But the statute is new, so it may not pertain to our case. There is a precedent. A suit against Car Masters was dismissed two years ago. The company did not make changes to meet state laws fast enough. A judge dismissed the case after Car Masters met the requirements. Still, the plaintiff may sue under a relevant constitutional law. But court rules don't allow him to change the lawsuit yet. That procedure takes weeks. Let me know if you have any questions.

Sarah Jackson.

Text 5

## Memo

Dear Mr. Thomson

I have opened a file on our clients, Mr. Hendricks. The file contains the intake memo, fee agreement and retainer agreement. Please sign these. I need to mail them to Mr. Hendricks directly, along with our standard form letter.

I am also sending a demand package and copies of all the correspondence so far. I have opened pre-litigation folder and made up an agenda. This is to ensure we have everything in time, including medical records and police report.

Thank you.

Janine.