

# ENGLISH LAW STUDIES (ELS) PROGRAMME (2016-2017)      Schedule 2

## TRANSFERABLE SKILLS LIST

Alongside the 'black-letter' law you will be learning, together with professional conduct, accounts and office practice, you will also be practicing numerous **"TRANSFERABLE SKILLS"**

These are the skills which will help you obtain best results in the practical day-to-day application of your legal knowledge. They are called 'transferable skills' because you will be able to put many of them to good use in any professional or social environment that you become involved in after leaving university. 'Transferable Skills' are practiced progressively throughout the 4 diploma levels. In particular, you will practice

1.        **Thinking in a logical way**
2.        **Researching, cross checking information and preparation**
3.        **Handling large quantities of information**
4.        **Critically analysing information**
5.        **Working under pressure**
6.        **Working in teams**
7.        **Multi-tasking**
8.        **Assessing and valuing the risk involved in transactions, policies, proposed solutions**
9.        **Housekeeping:** filing documents, attendance notes, compiling case bundles
10.      **Solving legal problems:**
  - identifying relevant facts
  - recognising the legal issues that the facts give rise to
  - researching the rules of law to be applied to the legal issues
  - applying the rules of law to the facts
  - proposing a solution.
  - predictive analysis
11.      **Communicating orally:**
  - thinking before speaking – what am I going to say and how am I going to say it
  - explaining matters in a logical and comprehensible way
  - using appropriate terminology
  - giving legal advice; explaining points of law, weighing odds and drawing conclusions
  - empathising and counseling
  - negotiating
  - persuading
  - arguing a point
  - interviewing
  - making public presentations
  - **Advocacy:** presenting a case, opening and closing speeches
  - examination in chief and cross examination
12.      **Communicating in writing:**
  - letters (all types including engagement letters), emails, memoranda and attendance notes (style and content)
  - briefs to counsel, case briefs
  - retainers and conditions of service
  - legal opinions
  - applications
  - opening and closing speeches
  - drafting contracts
  - numbering, formatting and presentation of written material
  - referencing
  - court forms (familiarity with and accuracy)
- 13-      **Marketing**
  - publicity
  - advertising
  - networking
  - reputation
14.      **Observing 'good practice'**
  - being punctual
  - acknowledging receipt of correspondence
  - keeping people informed
  - being polite, patient and respectful
  - knowing how and when to apologise and/or admit being wrong
  - showing gratitude
  - making friends, not enemies