

EUROPA-FACHBUCHREIHE
für wirtschaftliche Bildung

Legal now!

Englisch für Rechtsanwalts- und Notarfachangestellte

König-Herick

3. Auflage

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Vorwort


„**Legal now!**“ ist ein neu konzipiertes Unterrichtswerk für den Englischunterricht, abgestimmt auf den neugeordneten kompetenzorientierten Rahmenlehrplan für die Ausbildungsberufe

- › **Rechtsanwaltsfachangestellte(r)**
- › **Notarfachangestellte(r)**
- › **Rechtsanwalts- und Notarfachangestellte(r)**
- › **Patentanwaltsfachangestellte(r).**

„**Legal now!**“ besteht aus sieben Units und bereitet die Auszubildenden sowohl auf die **Abschlussprüfung** vor den Rechtsanwaltskammern vor als auch auf die **KMK-Zertifikatsprüfung**.

Die **handlungsorientierten Lernsituationen** sind abgestimmt auf die in den Lernfeldern 4 und 9 aufgeführten Inhalte. Die Lernenden können hierbei ihren im 1. Ausbildungsjahr bereits erworbenen bzw. im 2. Ausbildungsjahr sukzessiv zu erwerbenden Kenntnisstand in die Sachverhalte einbringen.

Eine ausgewählte **Modellkanzlei** bietet den jeweiligen Bezugsrahmen für die Einstiegs-Situationen, an die thematische Informationen, einschlägige Wortschatzlisten, praktische Aufgaben und kleine Grammatikübungen anschließen. Die Aufgabenstellungen in den Units vertiefen das Gelernte, sind immer realitätsnah und münden in konkreten berufsspezifischen Handlungsprodukten wie beispielsweise Geschäftstelefonaten, anwaltlichen Schreiben oder eMails. Dabei werden die Bereiche Rezeption, Produktion, Mediation und Interaktion durchgängig berücksichtigt.

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Wir wünschen Ihnen erfolgreiches Arbeiten mit unserem Lehrwerk!

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1

The law firm: "Dr Schmidt, Gerber & Partners"

SITUATION

It's Petra Horch's first day at work. Petra is 17 and she is the new trainee at the Düsseldorf law firm "Dr Schmidt, Gerber & Partners". Dr Schmidt introduces her to the staff and shows her round the law firm. He refers to the English language version of the website on the PC (which of course, she had already studied when she applied for the job six months ago) and asks her to find out all the relevant facts about her new employer.



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The law firm's website: UK version

Home Services Lawyers References Contact

Dr Schmidt, Gerber & Partners is a law firm based in Düsseldorf. It was set up in 1992 and is now one of the twenty largest law firms in North Rhine-Westphalia measured by the number of lawyers and by revenue.

We are involved in a variety of legal fields – basically in civil law, family law and inheritance law but also in company law, commercial law, employment law, etc. For more information, please click the button "Services".

Petra clicks the respective buttons and finds the following information about the law office:

INFO**The lawyers, the various departments and the employees**

The law firm consists of a variety of departments. Dr Lothar Schmidt and Achim Gerber are the Senior Partners, Dr Frauke Hansen and Sebastian Gerlach are the Junior Partners. Furthermore there are a number of Associated Lawyers. Each of them specializes in one or up to three legal fields.

Moreover Dr Schmidt, Gerber & Partners employ an office manager, Ms Kirsten John, two legal secretaries, Mr Marco Hitzfeld and Ms Daniela Schmitz as well as two trainees, Ms Petra Horch and Mr Ahmet Hinze.

Dr Lothar Schmidt

Senior Partner, civil law, family law, inheritance law, commercial law

Achim Gerber

LL.M Senior Partner, civil law, private wealth management, company law

Dr Frauke Hansen

Junior Partner, civil law, family law

Sebastian Gerlach

Junior Partner, civil law, inheritance law

Dr Sina Hopfe

Associated Lawyer, civil law, family law

Dr Martin Schweighöfer

Associated Lawyer, inheritance law, tax law, insolvency law

Caroline Keller

Associated Lawyer, social law, employment law

Carsten Heiser

Associated Lawyer, criminal law, administrative law

Dr Jan Klein

Associated Lawyer and Notary, public property law

Miriam Teske

Associated Lawyer, media law

TASKS

1. Translate the following terms:
legal secretary, employment law, law firm, trainee, media law, civil law, administrative law, notary public, company law, tax law, variety, property law, criminal law
2. You are Petra. Report to Dr Schmidt what you found out about Dr Schmidt, Gerber & Partners! Dr Schmidt wants to test your English – so report your findings in English!
3. Now it's your turn: Collect information about your own law firm and make notes. Then introduce your law firm to your neighbour!
4. Explain to your classmates what you do in your job! Make use of the terms & phrases you find listed below!

TERMS AND PHRASES

to write letters on the PC	Briefe am PC schreiben
to write emails	Emails schreiben
to welcome clients	Mandanten begrüßen
to file documents	Akten abheften
to show visitors/new trainees round the law firm	Besuchern/neuen Auszubildenden die Kanzlei zeigen
to prepare coffee/tea	Kaffee/Tee kochen
to take minutes at a meeting	Protokoll in einer Besprechung schreiben
to calculate lawyer's fees	die Gebühren des Anwalts berechnen
to answer phone calls	Telefonate annehmen

Basic words in alphabetical order

accountant	Buchhalter/in
administrative law	Verwaltungsrecht
to calculate	berechnen
civil law	bürgerliches Recht, Zivilrecht
client	Mandant
commercial law	Handelsrecht
company law	Gesellschaftsrecht
department	Abteilung
family law	Familienrecht
fee	Gebühr
to file	abheften, ablegen
insolvency law	Insolvenzrecht
labour or employment law	Arbeitsrecht
law firm	Kanzlei
lawyer, solicitor	Rechtsanwalt
legal secretary	ReNo-Fachangestellte
media law	Medienrecht
notary public	Notar
office manager	Bürovorsteher/in
property law	Immobilienrecht
receptionist	Rezeptionist
social law	Sozialrecht
to set up, to found, to establish	gründen
tax law	Steuerrecht
trainee	Auszubildende/r (auch: Praktikant/in)
usually	üblicherweise
variety	Vielzahl

GRAMMAR: PRESENT SIMPLE

Das **Present simple** wird

- 1) zur Bezeichnung eines ständigen Zustands
- 2) zur Bezeichnung einer feststehenden Tatsache
- 3) zur Bezeichnung einer Gegebenheit oder Gewohnheit verwendet.

Signalwörter: usually, every/each day, normally, sometimes, never, always ...

- › Vollverben erhalten in der 3. Person Sg. ein „s“.
- › die Verneinung und die Frage werden mit „do/does“ gebildet.

1. Fill in the correct form of the Present simple.

- a) Ahmet and Petra _____ for Dr Schmidt, Gerber & Partners. (work)
- b) Petra _____ emails. (not write)
- c) _____ Mr Heiser _____ English? (speak)
- d) A legal secretary _____ the minutes at a meeting. (take)
- e) Ms Keller _____ a senior partner. (not be)
- f) _____ Mr Hitzfeld and Ms Schmitz _____ the car to work? (take)

2. Make sentences.

- a) start work/at 8.30/I/in the morning
- b) are a/law firm/Dr Schmidt, Gerber & Partners/based in Düsseldorf
- c) specializing in/insolvency law/Dr Schweighöfer/lawyer/associated/is an
- d) help and advise/Dr Schmidt, Gerber & Partners/who are in difficulties/clients
- e) Dr Klein/social law/who/the partner/specializes in/is?
- f) files documents/Kirsten John/and/usually/calculates lawyer's fees

3. Ask for the words underlined.

- a) In the morning Sabine checks the mail.
- b) Dr Schmidt, Gerber & Partners are a law firm based in Düsseldorf.
- c) Dr Schmidt is one of the senior partners.
- d) A lawyer advises clients.
- e) The law firm has ten lawyers.
- f) Ahmet opens the letters.
- g) These are Mr Gerlach's clients.
- h) I am a legal secretary because I like to deal with legal matters.

4. Translate into English. Use the Present simple.

- a) Petra ist die neue Auszubildende bei „Dr. Schmidt, Gerber & Partners“.
- b) Es ist ihr erster Arbeitstag.
- c) Dr. Schmidt stellt Petra der Belegschaft vor.
- d) Die Kanzlei ist in einer Vielzahl von juristischen Gebieten involviert.
- e) Die Kanzlei „Dr. Schmidt, Gerber & Partners“ beschäftigt zwei ReNo-Fachangestellte.
- f) Juristische Kanzleien bestehen aus verschiedenen Abteilungen.
- g) Ahmet und Petra schreiben noch keine Briefe auf dem PC.
- h) Schreiben Kirsten John und Marco Hitzfeld Protokolle in Besprechungen?
- i) Begrüßt Dr. Schmidt neue Mandanten? – Nein, das macht die Rezeptionistin.

2

*Visitors to the law firm***SITUATION**

Mr Marvin Adams, an American businessman who has recently moved to Münster and who only speaks English, visits the company. He has just returned from a trip to the States where he went to see his family. He has an appointment with Dr Schmidt who is stuck in a traffic jam on the A52. Petra is not really alone in the office, but the lawyers are out or in a meeting and she seems to be the only one who speaks fairly good English. That's why it's her task to welcome the visitor.



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INFO**Small talk**

When a visitor from a foreign country comes to visit your law firm, try to make him feel at ease. Offer him something to drink, introduce the staff to him and make small talk.

Sometimes people from Britain, Australia or the USA find Germans very formal.

So don't say "Horch" when you welcome him. Say "How do you do. I'm Petra Horch.", i. e. always use your first name and your surname. "How do you do?" is no question. The answer is always "How do you do." The question "How are you?" is not really a question. The person who is asking expects a positive answer such as "Fine, thanks".

Topics to talk about could be the weather, the trip to Germany or the law office either. Never, really never, mention topics like politics, religion or diseases!

TASKS

Make use of the terms & phrases and the vocabulary below and work on the following tasks:

- 1.** Match the phrases (a) – (h) with the phrases (1) to (8):
- | | |
|--|--|
| (a) How do you do? | (1) Terrible. We had a lot of turbulences. |
| (b) How was your flight, Mr Adams? | (2) How do you do. |
| (c) May I introduce Dr Klein to you? He's one of our associated lawyers. | (3) Fine, thank you. |
| (d) Where are you from? | (4) I'm the managing director of a fashion chain based in Münster. |
| (e) Is there an ATM near ere? | (5) Hello, Dr Klein, pleased to meet you. My name is Marvin Adams. |
| (f) How are you? | (6) I'm from Münster, but I was born in Franklinville, New Jersey. |
| (g) Can I offer you something to drink? | (7) Yes, a coffee with sugar and milk, please. |
| (h) What do you do? | (8) Yes, it's across the road. |
- 2.** You are Petra. Work out a dialogue together with your neighbour according to the German prompts given below. – Welcome the visitor and make him feel at ease!

A: Sie sind der Gast – Sie kommen in die Kanzlei und stellen sich vor. Fragen Sie, ob jemand Englisch spricht.

P: Begrüßen Sie den Gast, stellen Sie sich ebenfalls vor, fragen Sie ihn/sie, wie es ihm/ihr geht und erklären Sie, dass Dr. Schmidt zur Zeit in einem Verkehrsstau feststeckt

A: Ihnen geht es gut, danke.

P: Bieten Sie dem Besuch einen Platz an sowie etwas zu trinken.



A: Vielen Dank, Sie nehmen Kaffee mit Milch und Zucker.

P: (servieren) Sie stellen eine/n Kollegen/-in aus der Kanzlei vor.

A: Sie freuen sich, Herrn/Frau ... kennenzulernen.

P: Sie erkundigen sich, wie der Flug war.

A: Schrecklich – Sie hatten Turbulenzen. Sie fragen Frau Horch, wo der nächste Bankautomat ist.

P: Sie erklären den Weg. Und da kommt auch schon Ihr Chef, Dr. Schmidt! Sie verabschieden sich und wünschen noch einen schönen Aufenthalt.

A: Sie verabschieden sich ebenfalls und bedanken sich für die Bemühungen.

- 3.** Get together in groups of four students. Two of you are visitors from abroad, two are trainees in a law firm. Welcome the visitors from abroad, make some "small talk" and finally recommend sights in your town! Make use of the "Basic Words" and the "Terms and Phrases"!

TERMS AND PHRASES

Good morning/afternoon	Guten Morgen/Tag.
How do you do? I am ...	Guten Tag, ich bin ...
How are you? My name is	Wie geht es Ihnen? Ich heiße ...
My name is ..., I'm fine, thank you.	Ich heiße ..., mir geht es gut, danke.
How can I help you?	Wie kann ich Ihnen behilflich sein?
I have an appointment with ...	Ich habe einen Termin mit ...
Please take a seat.	Nehmen Sie bitte Platz.

Would you like to give me your coat?	Möchten Sie mir Ihren Mantel geben?
May I introduce ...?/I'd like you to meet ... He/She is ...	Darf ich Ihnen ... vorstellen? Er/Sie ist ...
Nice/pleased to meet you.	Erfreut, Sie kennenzulernen.
Can I offer you something to drink?	Kann ich Ihnen etwas zu trinken anbieten?
Yes, a sparkling/still water, please.	Ja, ein Mineral-/stilles Wasser, bitte.
Here you are.	Bitteschön.
Thank you.	Dankeschön.
You are welcome.	Bitte.
How was your flight?	Wie war Ihr Flug?
Very comfortable.	Sehr angenehm.
We had a lot of turbulences.	Wir hatten Turbulenzen.
Did you have any trouble finding our law firm?	Hatten Sie Schwierigkeiten, unsere Kanzlei zu finden?
No, not at all.	Nein, überhaupt nicht.
Could you recommend some sights here in ...?	Können Sie mir Sehenswürdigkeiten hier in ... empfehlen?
You turn left/right at the traffic light.	An der Ampel gehen Sie links/rechts.
You take the first/second/third crossroads.	Sie nehmen die erste/zweite/dritte Kreuzung.
You'll see ... on your left/right.	Sie sehen ... auf der linken/rechten Seite.
It's about 10 minutes on foot.	Sie brauchen ca. 10 Minuten zu Fuß.
It's on the other side of the road.	Es ist auf der gegenüberliegenden Straßenseite
Walk straight on.	Gehen Sie geradeaus.
You have to cross the street.	Überqueren Sie die Straße.

It's next to ...

Es ist neben ...

Thank you very much for your
trouble, Ms/Mr ...

Vielen Dank für Ihre Bemühungen,
Frau/Herr ...

Basic words in alphabetical order

airport

Flughafen

appointment

Verabredung/Termin

ATM (automated teller machine)

Bankautomat

to bow

sich verbeugen

comfortable

entspannend, bequem

crossroads, junction

Kreuzung

disease

Krankheit

fashion chain

Einzelhandelskette

flight

Flug

to introduce

vorstellen (jdn.)

managing director

Geschäftsführer

occasionally

gelegentlich

on foot

zu Fuß

opposite

gegenüber

to recommend

empfehlen

to seek advice

Rat suchen

sights

Sehenswürdigkeiten

sparkling water

Mineralwasser

staff

Mitarbeiter/Belegschaft

station

Bahnhof

still water

stilles Wasser

traffic lights

Ampel

GRAMMAR: PRESENT CONTINUOUS

Das **Present continuous** wird zur Bezeichnung von Handlungen, die in einem bestimmten zeitlich begrenzten Moment ablaufen, verwendet.

Signalwörter: at the moment, at present, just, now, recently, Look! ...

Bildung: Form von to be + Wortstamm + ing (He is coming soon.)

1. Complete the following sentences with the correct form of the Simple present or the Present continuous.

- Dr Sina Hopfe usually _____ to work by car, but her husband _____ the car this week. (go/use)
- Carsten Heiser normally _____ the train, but he _____ somewhere else at the moment. (take/work)
- _____ Petra _____ the mail from the post office now? (collect)
- Kirsten John _____ at a law firm. She _____ a legal secretary. (work/be)
- May I _____ you to Mr Gerlach? He _____ responsible for inheritance law. At the moment he _____ to a client. (introduce/be/talk)
- Ahmet _____ English very well, so I always _____ for him. (not speak/translate)
- What _____ Ahmet _____ (do)? He _____ the mail at the moment (check).

2. Make sentences. Be sure to use the correct tense and verb form!

- this law firm/inheritance law/specializing in/be/family law/and
- we/not/normally/other/law firms/work/with
- right now/in a meeting/be/the senior partners/Mr Heiser/and
- occasionally/from abroad/clients/to the law firm/come/to/ advice/seek
- at the moment/welcome/Petra/client/a/new/England/from
- because/file documents/Ms Schmitz/today/on the PC/not type letters/she
- Ms John/who/documents/the employee/file/every week

3

Telephoning in business/ Making appointments



Track 2

SITUATION 1

Mr Barney McKinley from Birmingham calls. He would like to speak to Dr Schmidt.

(telephone rings)

Petra: Anwaltskanzlei Dr Schmidt, Gerber und Partner, mein Name ist Petra Horch.

McKinley: Ehm ... My name is Barney McKinley from England. Do you speak English?

Petra: Yes, of course. Could you spell your name, please?

McKinley: That's M-C K-I-N-L-E-Y and my first name is Barney: B-A-R-N-E-Y.

Petra: Thank you very much. How can I help you?

McKinley: I'd like to talk to Dr Schmidt, please.

Petra: Could you tell me what it's about?

McKinley: Yes, I wonder whether he could give me some information about the automatic debt collection procedure. I'm the owner of a wholesale company here in Düsseldorf and one of my clients hasn't paid her debts. As my accountant told me, the automatic debt collection procedure should be a suitable way to collect the outstanding sum of money.

Petra: Could you hold the line, please? I'll try to put you through to Dr Schmidt.

(.....) tries to put him through to Dr Schmidt

Mr McKinley? Thanks for holding. I'm afraid Dr Schmidt is unavailable at the moment. Would you like to leave a message?

McKinley: Yes, please. Ask him to ring me back on 0211-34567111. I'd like to discuss the case with him.

Petra: Certainly. I'll make sure that he gets the message. Thank you for calling, Mr McKinley. Good bye.

McKinley: Good bye.



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Ms Gloria Snellings from Bingley calls. She would like to speak to the other senior partner, Mr Gerber.

(telephone rings)

Petra: Anwaltskanzlei Dr. Schmidt, Gerber und Partner, mein Name ist Petra Horch.

Snellings: Hello, Ms Horch, could you put me through to Mr Gerber, please?

Petra: Could you give me your name, please?

Snellings: Oh dear, I completely forgot. Sorry. It's Gloria Snellings from Bingley.

Petra: May I ask why you are calling, Ms Snellings?

Snellings: I had arranged an appointment with Mr Gerber for Thursday, 4 October 20.. at 3 o'clock. I'm afraid I am not in Düsseldorf on that day. I'll be away on a business trip to France.

Petra: When will you be back?

Snellings: On 11 October.

Petra: Would Friday morning, 12 October, at 10 a.m. suit you?

Snellings: What about 11 o'clock?

Petra: Fine. 11 o'clock. I've entered your new appointment for Friday, 12 October 20.., 11 o'clock.

Snellings: Thank you very much, Ms Horch.

Petra: You're welcome. Good bye. See you then, Ms Snellings.

Snellings: Goodbye.

INFO

Telephoning in Business

Be polite! If you are the recipient of the telephone call, give your law firm's name, your first name and your surname and then say "How can I help you?"

Always take notes: write down the name, the address and the subject including possible dates and times or ask the caller if the lawyer should call back. Always ask for the caller's telephone number, possibly also his email address (see below).

- › When you talk, make sure to use the caller's name frequently and, please, concentrate on nothing else but the telephone call!
- › You say telephone numbers and email addresses like this:
- › 001 → oh-oh-one (country code for the USA)
- › 0201 → oh-two-oh-one (area code for Essen)
- › 926774 → nine-two-six-double seven-four (telephone number)
- › 0176-344498 → oh-one-seven-six-three-triple four-nine-eight (mobile phone number)
- › c-reed@web.org → c-hyphen-r-e-e-d-at-web-dot-org (email address)
- › C_reed@webmail.com → Capital c-underscore-r-e-e-d-at-webmail-dot-com (email address)

TASKS

1. Get together in pairs. Spell your name, the name of your law firm, your telephone/mobile numbers, email addresses and websites to each other.
2. Match phrases (a) – (f) with phrases (1) to (6):

(a) I'd like to	(1) suit you best?
(b) What can I	(2) on Wednesday afternoon.
(c) Could we	(3) postpone the appointment?
(d) What time would	(4) arrange an appointment.
(e) I'm free	(5) check my diary.
(f) Just let me	(6) do for you?