

**TOLES FOUNDATION SYLLABUS:**

1. **The Legal Profession**
  - a. Working in law.
  - b. Making a claim in the civil court.
  - c. Areas of law
  
2. **The Language of Banking**
  - a. A new bank account.
  - b. Working in a bank.
  - c. Loans.
  
3. **The Language of Contract Law**
  - a. A contract case.
  - b. More about precedent.
  - c. The elements of a contract.
  - d. The end of an offer.
  - e. What is consideration?
  - f. Contract and statute.
  - g. Reading contract law.
  - h. Going to court.
  
4. **The Language of Employment Law**
  - a. Being an employer.
  - b. An employment contract.
  - c. How can an employment contract end?
  - d. Acting for an employee.
  - e. Acting for an employer.
  - f. An employment case.
  
5. **The Language of the Law of Tort**
  - a. What is the law of tort?
  - b. Types of tort.
  - c. The duty of care.
  - d. More about negligence.
  - e. A famous case in English law.
  
6. **Understanding Contracts 1**
  - a. The style of written contracts.
  - b. Understanding formal expressions.
  - c. Understanding technical words.
  - d. Understanding archaic terms.
  - e. Understanding some common words.
  - f. The structure of a contract.



- 7. The Language of Business Law**
  - a. Sole traders.
  - b. Partnerships.
  - c. A partnership agreement.
  - d. Limited liability partnerships.
  - e. Companies.
  - f. Public and private limited companies.
  - g. Incorporating a company.
  
- 8. Modern Letter Writing (this unit is shared with the Higher Level)**
  - a. The layout of a letter.
  - b. Dates.
  - c. Salutations.
  - d. Complimentary close.
  - e. References.
  - f. Subject lines.
  - g. The body of a letter.
  - h. Putting a letter together.
  - i. The register of letter writing.
  - j. The content of the letter.
  - k. Typical sentences in legal letters.
  - l. Letter writing clinic.
  - m. Correcting common mistakes in letter writing.
  
- 9. The Language of Company Law**
  - a. Who runs a company?
  - b. Areas of company law.
  - c. Directors.
  - d. Company meetings.
  - e. Company finance – a case study.
  - f. Closing a company.
  - g. Insolvent companies.
  
- 10. Understanding Contracts 2**
  - a. Some more typical contract clauses.
  - b. Some important commercial vocabulary.
  - c. Termination clauses.
  - d. Intellectual property clauses.
  - e. Retention of title clauses.
  - f. Warranty, indemnity and force majeure clauses.
  - g. More about force majeure clauses.