



TOLES HIGHER SYLLABUS:

1. **The Legal Profession 2**
 - a. The importance of collocations.
 - b. The importance of prepositions.
 - c. Solicitors and barristers.
 - d. Areas of law.
 - e. The register of letter writing.
 - f. Using your knowledge.

2. **The Language of Banking 2**
 - a. A bank account.
 - b. An email from the bank.
 - c. The language of contract.
 - d. The register of letter writing.
 - e. Using your knowledge.

3. **The Language of Contract Law 2**
 - a. Where does contract law come from?
 - b. Reading a statute.
 - c. The elements of a contract.
 - d. Reading a contract case.
 - e. Offer and acceptance.
 - f. Consideration.
 - g. Contract law in practice.
 - h. Starting a claim for breach of contract.
 - i. Using your knowledge.

4. **The Language of Employment Law 2**
 - a. Finding a job.
 - b. Working in employment law.
 - c. Some clauses form an employment contract.
 - d. An employment tribunal.
 - e. An employment claim.
 - f. Using your knowledge.

5. **The Language of the Law of Tort 2**
 - a. An introduction to the law of tort.
 - b. What is tortious liability?
 - c. Some categories of tort.
 - d. The tort of negligence.
 - e. The most famous tort case.
 - f. Using your knowledge.

6. **Understanding Contracts 1- 2**
 - a. The different parts of a written contract.
 - b. Parties and recitals.
 - c. Defined terms.
 - d. The operative provisions.
 - e. Delivery of goods or services.
 - f. Using your knowledge.



7. **The Language of Business Law 2**
 - a. Incorporated and unincorporated businesses.
 - b. Sole traders.
 - c. Partnerships.
 - d. The language of drafting.
 - e. The register of letter writing.
 - f. Companies.
 - g. Incorporating a company.
 - h. Paperwork.
 - i. Shares and share capital.
 - j. Limited liability partnerships.
 - k. The language of drafting.
 - l. Using your knowledge.

8. **Modern Letter Writing (this unit is shared with the Foundation 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 2**
 - a. People connected with a company.
 - b. Working in company law.
 - c. Directors.
 - d. Company meetings.
 - e. Insolvency.
 - f. Who gets the assets?
 - g. Using your knowledge.

10. **Understanding Contracts 2 – 2**
 - a. Risk and title.
 - b. Intellectual property and confidential information.
 - c. Warranties and indemnities.
 - d. Term and termination.
 - e. Force majeure.
 - f. Using your knowledge.

LISTENING EXERCISES

1. Corporate Tax Avoidance
2. Constructive Dismissal in Employment Law
3. Misrepresentation in Contract Law
4. Warranties and Indemnities in Commercial Contracts
5. Liability for Negligence
6. Advising a Client on Bankruptcy
7. Landlord and Tenant Law
8. Enforcing a Court Order
9. A Copyright Dispute
10. The Financial Recovery of BP
11. Online Defamation
12. A Settlement Agreement
13. The Limits of Employer Liability in Tort
14. A Negligently-Conducted House Purchase
15. Remedies for Breach of Copyright
16. The Law on Unsolicited Emails
17. The Merger of Two Airlines
18. A Breach of Contract Case