

# € TRAINING

Legal writing and translation skills,  
techniques of drafting legislation and  
designing contracts



20 - 24 May 2024  
Geneva (Switzerland)

# Legal writing and translation skills, techniques of drafting legislation and designing contracts

REF: U1506 DATE: 20 - 24 May 2024 Venue: Geneva (Switzerland) - Fee: 5940 Euro

## Introduction:

Attention to the issue of legal drafting is not merely taking care of the formal or procedural aspect, but its aim is to reach the application of the rule of law and good governance through the enactment of legislation well and sophisticated, and very clear and precise in the drafting, and all of this is consistent with the Constitution and does not conflict with the laws. Second, the concept is applicable to the general public and the quality of legal drafting is an important component of good governance because of its impact on the social, economic as well as political levels in the country.

The legal rules consist of two important elements of science and the element of legal drafting, where the science component relates to the essence and subject matter of the law, that is, the primary article of the law, and the factors that fall within its content, namely the creative forces in the law.

## Course Objectives:

At the end of this course the participants will be able to:

- Full knowledge of all branches of law in practical and scientific terms.
- Acquire skills in writing, translating, and drafting legislation properly.
- Familiarity with the trainee with the legal features of the English language and its rules in drafting.
- Writing and preparing contracts and the correct formulation.
- Full knowledge of the drafting and documentation of contracts in an integrated legal form.
- Providing the trainee with many legal terminologies as standard in the translation of legal contracts.
- Translation of terms from English to Arabic.
- Translation of terms from Arabic to English.
- Training on the translation of different models of commercial and administrative contracts and tenders.
- Good wording translation.

## Targeted Audience:

- Managers of institutions and companies.
- Law workers in business establishments.
- Businessmen wishing to develop their legal skills.
- Lawyers and trainees in the legal profession.
- Workers in the field of legal administration of all kinds.
- Students and graduates of law and law faculties in various universities.

## Course Outlines:

### Unit 1: Features of Legal Texts:

- Introducing the main features of the language of the legal text in English.
- Define the rules of drafting and selection of words in English legal texts.
- Introduction to the basics of form and style in legal texts in the English lap.
- Definition of grammar and sentence structure in English legal texts.

## Unit 2: Translation Foundations and Concepts:

- Translation rules and basics.
- The art of translation from English to Arabic.
- The art of translation from Arabic to English.

## Unit 3: Translation of Contracts:

- Training on the translation of different versions of commercial sales contracts.
- Training on different forms of commercial agency and commission agency contracts.
- Training on the translation of various formulas for commercial contracts.
- Training on the translation of different formulas for subcontracting.
- Training in the supply contract translation.

## Unit 4: Translate Terms:

- Administrative Terms.
- Financial terms.
- Legal terms.

## Unit 5: Administrative Drafting:

- The reader to understand nature and needs.
- Set up the message structure.
- Formulation composition heart of the matter.
- Conclusion drafting.

## Training Notes:

- Distinctive note on legal language attributes in English.
- Various contract models from different sources for training on their translation from English to Arabic and vice versa.
- A list of basic terms used in the translation of each type of contract.
- Cases and examples.
- Evaluation and conclusion of the training program.