



This is your guide to the 2020 EFLIT Premium program in **Milan Bicocca**.

It covers basic organisational matters, course description/objectives, teaching methodology and a number of recommendations related to in-class activities. It also explains what additional EFLIT activities you could join to further your learning experience in legal & financial English.

ORGANISATIONAL MATTERS

EFLIT DIRECTOR: **Stefano Maffei** is the EFLIT director and has overall responsibility over management and teaching activities for EFLIT courses across Italy (email: maffei@englishforlaw.it).

EFLIT TUTOR: **Claudia Ricci** is the tutor of the program in Milan Bicocca. Please refer to ricci@englishforlaw.it for class schedule, teaching materials, homework, exam and accreditation issues.

EFLIT WEBSITE: www.eflit.it is available in 'Desktop' and 'Mobile' modes. Access to the private area is possible only from the 'Desktop' mode. If you are using a mobile phone/tablet you can still select the 'Desktop' Mode via the link placed in the bottom part of the 'Mobile' version.

ONLINE CREDENTIALS: After enrolment you will receive your **online credentials** (username & password) to access the private area of the EFLIT website. Please save your credentials as you will need them to download the materials for each class.

CLASS REMINDERS: **Class reminders** are sent to participants every week before each class with information on teachers, schedule, materials and social events. Please read the reminders carefully because they may include possible changes to the timing of classes.

COURSE DESCRIPTION/OBJECTIVES

The EFLIT program in Milan consists of **12 interactive seminars**, generally held from 3 pm to 7pm.

The main objective of this program is to teach you the written and oral skills needed to communicate effectively with foreign clients and colleagues.

More specifically, you will learn:

1. basic terminology in legal and financial English;
2. how to describe the Italian system of Law, Finance and Accounting to a foreign client/colleague;
3. how to avoid 'false friends' in professional communication;
4. how to draft professional correspondence and contract clauses in an international context;
5. how to draft your resume in English for professional purposes;
6. how to exploit online resources (e.g. online dictionaries, etc.);
7. how to become independent in further learning and using professional English.

TEACHING METHODOLOGY: LEARN-BY-DOING

“Tell me, and I forget. Teach me, and I may remember. Involve me, and I learn” (B. Franklin)

Interaction with teachers and collaborative tasks with other participants are essential features of the EFLIT learning experience, as mini-group work and pair work will allow you to practice your speaking skills. Also, in-class exercises will use **authentic documents** and provide you with some useful templates for your profession.

EFLIT classes are also designed to help you **become an independent learner** so that you can build your progress even after the course is over.

BEFORE CLASS

Materials for the class are usually available in the private area of the EFLIT website. Please print them and bring them to class. Additional materials will be circulated in class by the teacher if necessary.

IN CLASS



The first **30 minutes** of each EFLIT class are devoted to ice-breakers and a revision of homework and previous lessons. In this portion of class, you are also welcome to bring your own samples of writing in professional English to seek advice from the teacher.

If you are late for class, you are more than welcome to come in, but please try to minimise the disruption for the teachers and colleagues

Taking notes is the best way to follow classes and learn the essential vocabulary. You are given an EFLIT notepad and a pen: make good use of them!

Please make sure that your **mobile phone is on silent mode** while in class. During the half-time break you will have time to call back your clients and colleagues who may have tried to contact you.

You are welcome to bring laptop computers, tablets and other electronic devices to look up the translation of an unknown term, or other information relevant to the class activities.

A **register of attendance** must be signed at every class: entry and exit signatures are required.

AFTER CLASS

Follow-up materials will be posted in the private area of the website after each class: they will contain corrections of the exercises done in class and some useful tips.

Homework is optional but it is a useful opportunity to further your learning at home. You can return your homework via e-mail directly to the teacher or bring it with you to the next relevant class.

A set of mini-video is also available as follow-up material.

FINAL EXAM/CERTIFICATE / CREDITS

A final exam will be held at the end of the EFLIT program, in order for you to be awarded the University official certificate (*corso di formazione continua e permanente in EFLIT-English for Law and International Transactions*).

The final exam is optional and a separate certificate of attendance for the purposes of professional credits (*certificato di frequenza*) will be issued to all participants, including those who will not sit for the final exam.

The exam is in two parts: 'language' and 'substance'.

The language part will be held on **June 19th, 2020** under the supervision of a language teacher. It will concentrate on language aspects such as false friends, vocabulary, professional writing, reading and listening comprehension.

The substance part requires you to submit a short essay. The essay shall refer to a professional matter or a topic discussed in class and should not exceed 350 words.

SCHEDULE OF CLASSES

The schedule of class will be available in the private area of the EFLIT website.

In the unlikely event of a seminar being rescheduled, notice will be given to all participants promptly via email or phone.

Please make sure that e-mail messages from info@englishforlaw.it do not end up in your SPAM folder

THE EFLIT ALUMNI COMMUNITY

The EFLIT experience is more than just a course. You are now part of the **EFLIT alumni community**, which is the **largest community of Italian graduates, lawyers and accountants with a specific interest** in the international dimension of law and economics.



Group picture | Lake Iseo program 2019

Reminders are sent, for example, for the speed dating one-day program at Lake Iseo (end of June, each year)

Mailing list

EFLIT maintains an alumni mailing list and a Whatsapp group for updates on EFLIT events. If you change your email address or mobile phone number in the future, please let us know and we will update our files

LinkedIn

We recommend you become a **follower of the EFLIT company page on LinkedIn**. You are invited to connect with the **following users** on LinkedIn: *Stefano Maffei, David Sonenshein, Claudia Ricci, Elena Vaccari, Beatrice Collier, Maura Alessandri*

You can also add EFLIT as a ‘School’ in the education section of your profile. If you do this properly, the EFLIT logo will appear on your profile. In the field ‘description’ please write “Postgraduate education in legal & financial English for Italian graduates, lawyers and accountants”

EFLIT gives professional assistance for the drafting of your LinkedIn profile (for a quote please refer to Stefano or Claudia)

Facebook

We encourage you to **‘like’ the EFLIT page on Facebook** and to add members of the EFLIT staff as friends (*Stefano Maffei, Claudia Ricci, Elena Vaccari, Giorgia Cigalla, Anila Scott-Monkhouse, Loredana Gatt, Beatrice Collier*).

Instagram



Group picture | London study-visit 2018

The best pictures of EFLIT events and programs can be viewed with the hashtag **#eflit**

Please Follow **Stefano Maffei** on Instagram

WANT MORE?

SIGN UP TO THE EFLIT SPECIAL PROGRAMS AND STUDY-VISITS

EFLIT alumni are invited to join the EFLIT special programs (on selected topics such as **food, fashion, firearms, crime**) and study visits. For more information, please check the website: www.eflit.it.

OXFORD SUMMER PROGRAM IN “LEGAL & BUSINESS PRACTICE”

End of August, each year (1-week) | Since 2011

This is a one-week program for graduates, lawyers, notaries, accountants and members of the judiciary held at Worcester College–University of Oxford. The program offers a variety of activities

- language practice;
- morning sessions with *Prisca Bradley* (a UK solicitor) on “Comparative Legal Systems” (covering the typical “life of a company”, from formation to bankruptcy, from employment to taxes);
- afternoon ‘mini-group sessions’ designed to simulate typical work tasks (interviewing clients, drafting reports, working on case-files, reviewing your LinkedIn profile);
- one-to-one coaching
- an exciting social program.

This program greatly benefits from the partnership with *Knights Professional Services*, a law and accounting firm that is based in Oxford. *Knights* send partners and associates to work with participants on a number of activities in the course of the week.

STUDY-VISIT TO PHILADELPHIA & NEW YORK CITY

End of April, each year (10 days) | Since 2013

This extraordinary program offers you the best possible exposure to the U.S. system of law and justice, through observation of court hearings, jury trials and meetings with key players of the U.S. legal community, under the guidance of *Stefano Maffei* and *David Sonenshein*. In Philadelphia, there will be morning sessions in civil and criminal courts. We will also visit Temple Law School, meet with state and federal judges; visit the FBI headquarters and the U.S. attorney’s office (Federal Prosecutors); learn about the daily practice of lawyers and law firms, tour the National Constitution Center and Eastern State Penitentiary, the oldest prison in America. A social week-end in New York City is planned as part of the visit.

STUDY-VISIT TO LEGAL LONDON

Last week of October, each year (4 days) | Since 2014

Observation of trials at the Old Bailey and Royal Courts of Justice, visit to the Inns of Court (Barristers). Meeting with a firm of Solicitors (Withers). Lunch at the prison restaurant “The Clink” in Brixton prison. Visit and guided tour of the UK Supreme Court and the Houses of Parliament, and a rich social program. Under the guidance of *Stefano Maffei*, *Claudia Ricci*, *Beatrice Collier* and *Tim Wood*

THANK YOU FOR JOINING EFLIT