

Introducing TOLES



We Answer Your Questions

“I would like to tell you that I’ve started work for a major commercial law firm here in Rome. I’m very, very happy, especially because my boss told me that they noted my TOLES exam in my CV, since they were looking for someone who was ready to work in an English context, using legal terms and able to read contracts.

THANK YOU SO MUCH.”

TOLES student, Italy.

What is TOLES?

TOLES is a series of specialist English language examinations for lawyers and other legal professionals.

What does TOLES mean?

TOLES means Test of Legal English Skills.

How many TOLES exams are there?

There are 3 TOLES exams. The exams are called Foundation, Higher and Advanced.

Why do you offer 3 levels?

We offer 3 levels so that every learner can make a start in legal English. Students of English who are at elementary level can start with TOLES Foundation.

Is it necessary to take all 3 exams?

No. Students can start at any level. Some students take all 3 exams, others take only one. Often a language school or university will choose the level for a class.

Which organisation offers the TOLES exams?

TOLES is offered by a private UK organisation called Global Legal English. We were established in 1999 and we are members of the International Division of the Law Society of England & Wales. We work independently of any UK university.

What is the function of the Law Society of England & Wales?

This is the organisation that regulates the professional standards of solicitors in England. It is the body that gives solicitors a licence to practise law.

Why is Global Legal English a member of the International Division of the Law Society?

We are members because we want to offer a practical, professional exam that helps lawyers with real working tasks. Our membership of the Law Society means we can consult London law firms about the content of our exams and study materials.

Why is Global Legal English not connected to any university?

We are not connected to any university because we find their approach too academic and not attractive enough to law firms.

Why is TOLES necessary?

TOLES is necessary because law firms and EU departments require an exam that will test legal English skills and not just general English skills. Law firms reported to us that students who had traditional English language certificates found office tasks difficult.

What kind of tasks did students find difficult?

Even students with excellent general English can find it difficult to understand a contract, amend a contract or write a formal legal letter. The vocabulary and style of writing required are quite different and accuracy is of absolute importance. TOLES is designed to help with these difficulties as quickly and effectively as possible.

Who will benefit from taking TOLES?

Law students, lawyers and legal translators whose first language is not English.

What is the main objective of the TOLES exams?

To give working lawyers the skills, accuracy and confidence they need when using English at work.

What do students think about the exams?

Students are very positive about the exams. In most countries law is taught in a very theoretical way. However, students accept that commercial awareness and useful skills are what modern international law firms require. Many students have said that they see TOLES as a bridge between theory and actually practising law.

Do I need to be a lawyer to teach TOLES?

No. In fact, lawyers are often not the best teachers of TOLES because some of them tend to focus on the law and not the language.

I don't know any English law. Is that a problem?

No. We never forget that TOLES students at work will be required to explain the law of their own country and need the English language skills to do that. The focus of TOLES is always on explaining your own law in a clear and accurate way.

How does TOLES compare to other exams such as TOEFL or IELTS?

TOLES really cannot be compared with general English exams. It is possible to have an excellent score in a general English exam but score very badly on TOLES. A TOLES course offers training in very different skills and vocabulary.

How does TOLES compare to other legal English exams?

As far as we are aware, TOLES will be the only valued and credible legal English exam on the market from December 2016 onwards when the Cambridge ILEC exam will discontinue.

Who already offers TOLES?

TOLES was established in 1999 and there are already a number of registered centres around the world, including British Council Schools, Language Schools, Private and Public Universities and individual teachers who are registered to hold exams at their corporate client's offices.

Which organisations recognise TOLES?

A large number of organisations, companies and law firms have already entered students for the TOLES exams. These include The European Court of Justice, The European Central Bank and The European Law Students' Association. We maintain the confidentiality of law firms who enter students for the exams.

What support can the TOLES office give us?

If you would like to offer TOLES in 2016/17 we will support you. We will send you our brochures to promote the course and we will supply you with study materials. We will do our best to hold TOLES intensive Teacher Training Courses at affordable prices at our UK training centre in Cambridge. Please ask us for details. Our office is always ready with information and support.

What are the exam dates for 2016?

The exams are offered around the world on 5 days every year. In 2016 these dates are 21 January, 17 March, 23 June and 25 August and 24 November. All 5 exams will be offered in January, March, June, August and November 2016 and 2017. The Advanced exam can be produced on demand for exam centres with 8 or more exam candidates and any point in the year providing you give at least 4 weeks' notice.

What should I do if I would like a different exam date?

Please contact our office. We will always do our best to accommodate an exam date for a group of students and aim to be as flexible as possible.

How do I become a TOLES exam centre?

First of all complete our simple registration form and then we will contact you. There is a fee of £100 to become an exam centre but this is not repeated after the first year. We will send you an exam centre display certificate and promotional materials.

Do you offer any help for new teachers?

Yes. Our main textbook, 'The Lawyer's English Language Coursebook' was written specifically for teachers who have no previous knowledge of law. This book helps teachers who are inexperienced. We strongly recommend that new teachers attend our intensive teacher training course in Cambridge'. Please see www.cambridgelawstudio.co.uk for information.

How much do the TOLES exams cost?

We do our very best to keep the exams affordable. It is at the discretion of individual centres as to how much they add to our price when charging students for the TOLES exams. In 2016 the prices are:

Foundation: £55

Higher: £70

Advanced: £90

If you would like to contact us.....**Global Legal English**

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Feedback

We hope that you have all the information you need about TOLES. However, we invite you to email us on any topic and we will answer you straight away.