

The TOLES Advanced Exam Syllabus



RECOMMENDED STUDY FOR THE TOLES ADVANCED EXAM

- ✓ **ADVANCED LEGAL ENGLISH: English Law and English Legal Vocabulary** to support International Lawyers taking an SQE course (previously Advanced Legal English)- by Catherine Mason and Natalie Canham, ISBN 978-1-80068-095-1 (available from the TOLES website)
- ✓ The Illuminate online legal English Programme (available from the Cambridge Law Studio website)
- ✓ The Vocabulary of Commercial Contracts- by Catherine Mason, ISBN 978-0-9573589-0-4 (available from the TOLES website)
- ✓ The Vocabulary of Employment Contracts & Employment Law- by Catherine Mason, ISBN 978-0-9573589-2-8 (available from the TOLES website)
- ✓ Supplementary material for English grammar/use of language at a level appropriate for the group
- ✓ Practice Exams for The TOLES Advanced Exam (available from the TOLES website)
- ✓ Activate: Accuracy in Grammar Part 2 (available from Cambridge Law Studio online)
- ✓ A Manual of Style for Contract Drafting by Ken Adams ISBN 978-1-63425-964-4 (available from the TOLES website)

THE TOLES ADVANCED EXAM GRAMMAR SYLLABUS

The TOLES Advanced Exam tests accurate use of grammar in the following areas:

THIS LIST IS IN ADDITION TO THE GRAMMAR SYLLABUS FOR TOLES HIGHER, AND TOLES FOUNDATION, WHICH IS ASSUMED KNOWLEDGE. THE THREE SYLLABUSES COMBINED COMPRISE THE FULL SYLLABUS FOR TOLES ADVANCED.

B2 and C1 conditionals

- Third conditional e.g. If she had paid her bills on time, she would not have incurred so much interest.
- Mixed conditionals e.g. If I'd paid my bills on time, I wouldn't be in so much debt.
- *Wish, if only*, expressing regrets e.g. If only/I wish I had paid my bills on time.

B2 future tenses

- Future perfect e.g. They will have spent over £9,000 in fees by the time this is over.
- Future perfect continuous e.g. We will have been working on this case for over four years by this time next month.

B2 verb patterns

- Verbs followed by bare infinitives such as *I'd rather, had better* etc.
- Verbs followed by to + *-ing* such as *used to, look forward to*, etc.

B2 and C1 modal verbs

- *May, might, could have done* e.g. He might have left already.
- *Couldn't have done* e.g. She couldn't have read it properly.
- *Must have done* e.g. They must have made a better offer.
- *Needn't have done* vs *didn't need to* i.e. We needn't have left early. We didn't need to leave early.
- *Ought to/Should have done* e.g. The change should have been made in writing.
- *Would* expressing habits in the past e.g. We would print off a paper copy of everything.
- *Be able to* for possibility e.g. They may be able to assist you in your claim.

B2 and C1 past tenses

- Passive voice of all past tenses including modals e.g. The goods must have been damaged in transit.
- All irregular verbs, including: bear, seek, undertake

C1+ prepositions

Full and accurate use of prepositions, including phrasal verbs and prepositions specific to legal English e.g. return on investment, title to goods, an interest in property etc.

THE TOLES ADVANCED EXAM LEGAL TOPICS SYLLABUS

The TOLES Advanced Exam tests knowledge of legal vocabulary from among the following areas:

- The details of real court cases
- Banks accounts and loans
- Contracts in common law systems

- Oral and written contracts
 - Sole trader businesses
 - Traditional partnerships and LLPs
 - Limited companies
 - Bankruptcy and insolvency
 - Disputes and litigation
 - Landlord and tenant
 - The law of tort
 - The liability of businesses for negligence
 - The liability of businesses for nuisance
 - Employment
 - Copyright, patents and trademarks
 - Alternatives to litigation
 - How the common law works
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