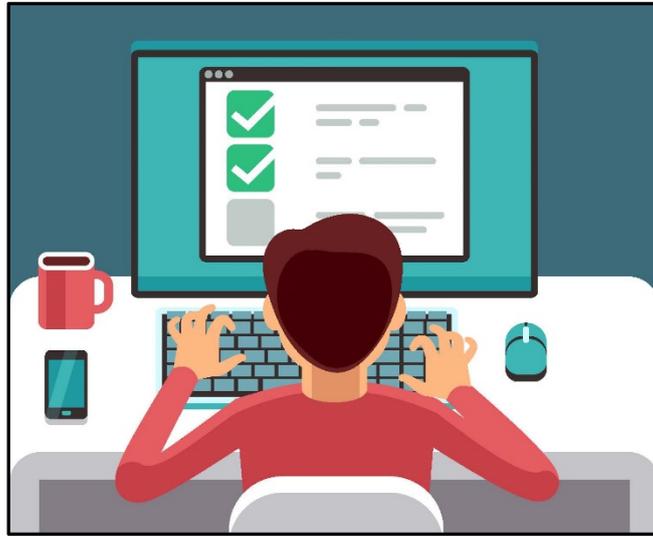


The TOLES Foundation Exam Syllabus



RECOMMENDED STUDY FOR THE TOLES FOUNDATION EXAM

- ✓ The Lawyer's English Language Coursebook- by Catherine Mason, ISBN 978-0-9540714-6-2 (available from the TOLES website)
- ✓ An Essential A-Z of Business Law- by Catherine Mason, ISBN 978-0-9573589-3-5 (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 Foundation Exam (available from the TOLES website)
- ✓ Initiate: Accuracy in Grammar Part 1 (available from Cambridge Law Studio online)

THE TOLES FOUNDATION EXAM GRAMMAR SYLLABUS

The TOLES Foundation Exam tests accurate use of grammar in the areas listed below. It also requires comprehension of some more complex structures which are marked (comprehension only).

A1 and A2 adjectives and adverbs

- Comparative adjectives with *-er* and *more* e.g. older, more useful
- Superlative adjectives with *-est* and *the most* e.g. the oldest, the most useful
- Irregular adjectives: *good, bad, less, more*
- Use of *than* e.g. Tom is a better negotiator than Sarah.
- Adjectives vs adverbs e.g. good vs well, quick vs quickly
- Word order with adverbs and adjectives e.g. You're doing well. I have an early flight.
- Adverbial phrases of time, place and frequency e.g. in an hour, at the back, every day

A2 and B1 articles

- *A, An, The*, no article e.g. a client, an answer, the client, the clients, clients, etc.
- Superlative adjectives with *the* e.g. *the best, the most*
- Common phrases with no article e.g. at work, at home, in court
- Names of countries with *the* e.g. the United Kingdom, the United Arab Emirates
- Basic rules on article usage e.g. specific v general, uncountable nouns

A2 conditionals

- Zero conditional e.g. If someone calls, take a message.
- First conditional e.g. If you set up a business, I'll contribute capital.
- First conditional with *unless* e.g. They won't accept unless you increase the offer.
- Second conditional e.g. If they breached the contract, we would seek damages. (comprehension only)
- Wishes e.g. I wish I had good neighbours. (comprehension only)

A2 and B1 future tenses

- *Will* for stating future facts e.g. He will be 18 next year.
- *Will* for future predictions e.g. The number of claims will rise.
- *Going to* for intentions e.g. Andrea is going to contact them.
- Present simple for timetabled events e.g. The train leaves at 8.15.
- Present continuous for fixed plans e.g. He is not working tomorrow.
- *Will* for sudden decisions and asking for help e.g. I'll help you with that. Will you help me with this?
- *Shall* for suggestions e.g. Shall we discuss this later?

A1 verb patterns

- Verbs followed by *to* infinitive or verb + *ing* (like, want, would like, etc.) e.g. They would like to discuss another solution. She wants to take this to court.
- A1 and A2 state verbs e.g. belong, have, know, like, mean, prefer, see, seem, understand, want etc.

A2 and B1 modal verbs

- *Can/able to* and *can't/not able to* for ability and possibility e.g. I can't speak Spanish. I can write it for you. I am not able to attend.
- *Can* for asking permission e.g. Can I call you back?
- Past simple of *can* or *can't* for ability e.g. I couldn't speak French when I first arrived.
- Polite requests with *could* e.g. Could you help me with this?
- *May, might* and *could* for possibility e.g. It could be a problem. It might be too late.
- Obligation with *must* e.g. You must leave all documents in the office.
- Prohibition with *mustn't* e.g. You mustn't take documents home with you.
- *Have to* for obligations in present and past e.g. I have to leave soon. I had to do it all.
- *Must vs have to* e.g. I must do better. I have to leave now to catch the 16.30 train.

- Necessity with *need* and *needn't* e.g. I need to take a break. You needn't worry.
- *Should* and *ought to* for giving advice e.g. You should ask for some help.

A2 and B1 conjunctions

- Use of *where, when, why, whose, who, that* e.g. I don't know who she is.
- Connecting words for cause and effect: *so, which, until, why, while, when, as, before, after, until, as long as* etc. (comprehension and limited use only)

A1 and A2 prepositions

- Prepositions of place: *at, in, on, in front of, under, behind, beside, near, next to, between, across, into, onto, through* etc.
- Prepositions of time: *on, in, for, at* etc.
- Prepositional phrases: *on foot, by train* etc.
- Other prepositions: *by, of, with*

A2 pronouns

- Possessive pronouns: *my, your, his, her, its, our, their*
- Possessive with 's e.g. Tom's case
- Object pronouns: *me, you, him, her, it, us, them*
- Demonstrative pronouns: *that, those, this, these*
- Pronouns: *something, anything*
- Reflexive pronouns: *myself, himself, herself, etc.*

A1 and A2 present tenses

- BE e.g. I am, he/she/it is, you/we/they are
- *There is/are* e.g. There is a client waiting for you.
- HAVE e.g. I don't have a secretary. Do you have a pen?
- Present simple for habits and routines e.g. I arrive at the office at 8am every day.
- Frequency adverbs: *always, never, often, etc.* e.g. I rarely finish work at 5.30pm.
- Present continuous for actions occurring in the present moment e.g. I am leaving now.
- Forming questions with BE, present simple and present continuous e.g. Are they your clients? Do you speak German? Are you working on this case?
- Imperatives e.g. Don't worry.
- Present perfect with *already* and *yet* e.g. I have already called them twice. I haven't spoken to my boss yet. Have you left yet? (comprehension only)
- *Wh-* questions e.g. Who is taking the case? How do I get to the office? When are we meeting?

A2 past tenses

- Past simple e.g. I worked late last night. I didn't answer. Did you work late last night?
- Past simple of BE, e.g. I/he/she/it was, you/we/they were

- Regular and irregular verbs e.g. He took notes. They brought a claim.
- Past continuous e.g. I was talking to him. He wasn't answering. Were you working last night?
- Past continuous activity interrupted by past simple action e.g. We were discussing her work when she walked in.
- *Wh-* questions e.g. When did you find out? How did the meeting go?

A2 phrasal verbs

- Common phrasal verbs: *deal with, put on, come in, pick up* etc.
- Common phrasal verbs in present and past simple, past and present continuous

THE TOLES FOUNDATION EXAM LEGAL TOPICS SYLLABUS

The TOLES Foundation 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