

**Announcement on Remedial (tek ders/iki ders) Examinations of SoFL 1541 and 1542 –
Professional English for Lawyers I and II**

Students who will take the remedial examination must complete all the assessment tasks listed below:

SOFL 1541

1- **Video presentation:** You must prepare and record a 4-5 minute video in which you will explain to a client the principal elements of a legal topic provided by the instructor. You should use the structure taught (please check the rubric for how scores will be allocated).

3- **Client letter of advice:** You must write a letter of advice to a client based on a topic provided by the instructor. You should use the structure taught (please check the rubric for how scores will be allocated).

4- **Written exam:** You will complete a written exam in 2 parts comprising material covered over the whole course. Each part of the exam will be 60 minutes.

The distribution of grades is as follows:

Presentation	: 15%
Letter of advice	: 15%
Written exam	: 70%

SOFL 1542

1- **Client interview:** You must conduct a client interview with a third party (either face to face or online) in which you gather the facts and give legal advice. Basic instructions will be provided to you by the instructor but you need to use interviewing skills to get the information you need to give advice. You should use the structure and vocabulary taught (please check the rubric for how scores will be allocated).

3- **Letter before action:** You must write a letter of advice to a client based on a topic provided by the instructor. You should use the structure taught (please check the rubric for how scores will be allocated).

4- **Written exam:** You will complete a written exam in 2 parts comprising material covered over the whole course. Each part of the exam will be 60 minutes.

The distribution of grades is as follows:

Interview	: 15%
Letter before action	: 15%
Written exam	: 70%

PLEASE NOTE:

Students who apply for the remedial exam must contact the instructor of the lesson to be informed about the **detailed rules, deadlines, required formats and useful resources to be used in preparation for each assessment task.**