

報名表格 Enrollment Form

申請人須以正楷填寫，學院將根據表格上之資料頒授證書及代為申請教育暨青年局的資助。
Applicants must fill the form in Capital letters. The information stated hereunder will be served for the purpose of certificate issuance and application for subsidy from DSEJ when appropriate.

請在當位置填上 號

Please put a wherever appropriate.

*必須填寫 Compulsory field

姓名(中文)* 姓名(英文)*
Full name (Chinese) _____ 先生/女士 Full name (English) _____ Mr/Ms

學歷程度 碩士以上 Bachelor or above 中學畢業 Secondary
Education: 大學/大專畢業 University degree 其他 Others

任職機構 Company * _____ 部門及職位 Position/Department * _____

電郵 Email * _____ 手提電話 Mobile * _____

聯絡人 聯絡人電話 傳真
Contact person _____ Contact number _____ Fax _____

付款方法 Payment method:

現金 支票(支票抬頭請註“澳門管理學院”)
By Cash By cheque (Please cross A/C PAYEE ONLY and make payable to "Macau Institute of Management")
 信用卡 銀行名稱 Name of the Bank _____
By Credit Card 支票號碼 Cheque number _____

上述個人資料，本院會用作報名登記、申請教育暨青年局的資助、行政、統計及市場分析等用途。一切資料將會受到保密。
All the above information stated will be served for the purpose of enrollment, administration record, market analysis and application for subsidy from DSEJ, etc. All information should be kept confidentially.

請閣下選出從那一個途徑得悉有關此課程之資訊：

How/Where do you know about the course information?
 電郵 本院網站 報紙 巴士廣告 朋友介紹 其他
Email MIM website Newspaper Bus Friends Others

報名費用 學費
Enrollment fee: Course fee
澳門幣 MOP3,800

報讀本課程，可享優惠價澳門幣2,400報考「劍橋國際法律英語認證」考試。(原價澳門幣3,200)

Upon enrollment to this course, learners are entitled to apply for special price of MOP2,400 to take the "Cambridge International Legal English Certificate" examination. (Original price MOP3,200)

報名方法 Enrollment channels:

請填妥報名表格，並連同身份證副本及所需費用交回澳門管理學院。
Simply fill in the application form, submit it together with the ID copy and make payment to Macau Institute of Management.

地址：新口岸上海街175號中華總商會大廈九樓
Address: Rua de Xangai, No.175, Edif. ACM, 9 Andar, Macau

本院將於開課前三天發出取錄通知。

Admission result will be announced 3 days prior to the course begins.

(逾期仍未收到通知，請主動致電8296 0707與學院楊小姐聯絡。)

(In case you cannot receive any notice, please do not hesitate to contact Ms. Leong at 8296 0707)

報名取錄與否，概由學院審查決定。

MIM reserves the right for the judgment of the admission result.

學院擁有修改上課時間的權利。

MIM reserves the right to amend the course time table whenever appropriate.

已繳學費，一律恕不退還。

Course fee is non-refundable.

內部專用 Internal use only	
收件日期 Receive date	
遞交 Information submitted:	
<input type="checkbox"/> 身份證副本 ID Copy	
<input type="checkbox"/> 學費 Course fee	
<input type="checkbox"/> 現金 Cash / 信用卡 Credit Card / 支票 Cheque	
支票金額 Amount:	_____
收據編號 Receipt no.:	_____
經手人 Handle by:	_____

主辦機構 Organizer:



澳門管理學院
Macau Institute of Management

合辦機構 Co-Organizer:



資助機構 Sponsor:



2011 國際法律英語 International Legal English 證書課程 Certificate Program

本課程共30小時，主要學習口語和寫作技巧，應用不同類型的法律文本和情景練習，學習內容將更具實用性同時，學員亦需學習一系列的詞彙，包括詞語搭配、動詞片語、構詞及正式和非正式用語。

This is a 30-hour course and mainly caters to individuals who would like to improve their legal English speaking and writing skills. The course applies all types of law texts and practices of simulates legal situations. It also requires learners to master some vocabulary, including phrases, verbs, word building and a series of formal and informal expressions.

名額有限，欲報從速！

查詢：8296 0707 (楊小姐)

網頁：www.mim.edu.mo

截止報名日期：2011年7月13日

“Better
MANAGEMENT
for better future”

學員在課程各個階段中，將學習到語言技巧、寫作結構和寫作方法。

- (1) 在寫作前的構思階段，檢查文章的層次鋪排並考慮每部分如何相連接；
- (2) 在起稿階段考慮語言的特點，並在修改階段確定和修飾觀點；
- (3) 在文章定稿前，即編輯階段，考慮文章各部分的語言表達形式。

寫作的階段包括：構思階段、起稿階段、編輯階段及修改階段，在學習過程中各階段都是同時進行的。

課程將採用合適的書本及自訂教材。

課程期間，亦會推薦自學教材及課外的閱讀材料。

本課程能為有意報考獲全球認可的國際法律英語認證 (ILEC) 的學生作準備。此認證以法律事務為背景檢測考生的英語水平，能證明考生具良好的英語能力處理涉及國際法律事務的工作和攻讀國外大學的法律課程。ILEC被全球多間法律公會及機構所認可，適合法律系學生及法律界專業人士報考。

課程結束後，出席率達80%或以上的學生，將獲得由澳門管理學院及劍橋ESOL考試中心認可之考試機構 (Cambridge ESOL Examination Authorised Centre) 共同發出的修業證書乙份，有效提升學習成果的認受性。

什麼是劍橋國際法律英語認證？

劍橋國際法律英語認證是劍橋ESOL考試的其中之一，目的是為了滿足雇主和法律界人士的需求；同時，亦適合有意報讀國內、國外以英語授課的法律系學生參加。認證有效評估考生在法律領域運用英語的能力，語言等級相等於中級至高級水平 (歐洲共同語言參考框架的B2和C1水平)。

ILEC被全球律師事務所，教育組織、政府機構、移民局和專業團體所認可。ILEC亦被全球著名的律師組織所認可，包括：歐洲公司律師公會(the European Company Lawyers Association)、歐洲法律專業學生協會(the European Law Students Association)、國際青年律師公會(the International Association of Young Lawyers)及歐洲青年律師公會(European Young Bar Association)。更多相關資訊，請瀏覽：<http://www.cambridgeesol.org/exams/professional-english/ilec.html>

ILEC的模擬考試：

我們還會免費為參加課程的學員提供一個寶貴的機會去練習考試，讓學員熟悉怎樣在ILEC的現場考試中運用語言。這個模擬考試可讓學員更了解自己在考試中的臨場表現，導師會指導及提示學員在哪方面可有所改進，從而增強考取國際認證的成功率。

上課及報名情況：

教學語言：全英授課並輔以英文講義

上課日期：2011年7月18日- 8月17日 (逢星期一、三、五)

上課時間：7:00pm - 9:00pm

考試日期：2011年8月19日

證書頒發：總課時之出席率超過80%或以上，並考試合格(50分或以上)，可獲頒發「國際法律英語專業證書」

所有的測試內容都是基於現實環境中，執業律師在處理日常工作時所需要用到的英語為主。該考試不是測試法律知識，而是主要測試考生在法律環境中的語言溝通的能力。

Learners will learn language skills, writing composition and writing methods in different phases throughout the course.

- (1) Review the arrangement of ideas and consider the connection of different paragraphs in the phase of planning.
 - (2) Consider the characteristics of the language in phase of drawing the outline, and elaborate the main idea in phase of edition.
 - (3) Before finishing the article, consider the expression of the article in phase of amendment
- Phases of writing includes: Planning, Drawing the outline, Edition and Amendment. All the phases will be proceeded at the same time throughout the course.

Suitable tailored and published materials will be used throughout the course, with recommendations on self-study material and extra reading made throughout the duration of the course.

Once learners complete the course, they can validate their skills by taking the Cambridge ILEC exam.

What is ILEC?

Cambridge ILEC was created to meet the needs of both employers and lawyers. It is also suitable for law students intending to follow courses which include a significant English language content — either in their own country or abroad. ILEC is an examination that tests candidates from intermediate to advanced levels (set at levels B2 and C1 of the Common European Framework of References for Languages) and assesses language skills in a legal context. It forms part of the Cambridge ESOL examinations portfolio.

ILEC is recognised around the world by law firms, educational organisations, government agencies, immigration authorities and professional bodies. ILEC is also recognised by leading associations of lawyers including the European Company Lawyers Association, the European Law Students Association, the International Association of Young Lawyers and the European Young Bar Association. For further information about ILEC, please visit: <http://www.cambridgeesol.org/exams/professional-english/ilec.html>

The ILEC pretests

We also run free ILEC pretests give candidates the valuable opportunity to practise tasks and item types and to become more familiar with the kind of language content used in the live ILEC test. The pretests also allow candidates and teachers to compare candidate performance within their group and give an approximate indication of whether candidates are on course to take, and succeed in, the live ILEC examination.

Classes and application conditions :

Teaching Language : English classes and supplemented with English notes

Date : July 18-August 17 (Every Monday, Wednesday & Friday)

Time : 7 : 00pm - 9 : 00pm

Examination : August 19, 2011

Certification: The total hours of attendance is more than 80%, and pass the examination (50 points or more), will be awarded "International Certificate in Legal English"

Course Target Person:

Legal practitioners or law students who wish to improve their writing skills will benefit from this course. The course is also suitable for those who wish to work in an international legal environment and need to extend their language skills to be able to read and understand English in a legal context. Participants must possess an intermediate level in English competence and will sit for a pre-course assessment on grammar. Enrollees must possess an intermediate level on English competence. They will go through a pre-course assessment on grammar.

Requirements:

Students are required to have intermediate level or above in English.