

**City University of Hong Kong  
Course Syllabus**

**offered by School of Law  
with effect from Semester A 2017/2018**

---

---

**Part I Course Overview**

**Course Title:** Chinese for Legal Practice

**Course Code:** PLE5029

**Course Duration:** Semester B

**Credit Units:** 2

**Level:** P

**Medium of Instruction:** Chinese (Cantonese)

**Medium of Assessment:** Chinese (Cantonese)

**Prerequisites:**  
(Course Code and Title) Basic proficiency in spoken Cantonese and written Chinese

**Precursors:**  
(Course Code and Title) Nil

**Equivalent Courses:**  
(Course Code and Title) Nil

**Exclusive Courses:**  
(Course Code and Title) Nil

## Part II Course Details

### 1. Abstract

This course aims to refine students' Chinese oral (Cantonese) and writing skills in legal practice. It prepares students to enter the legal profession as a trainee solicitor or a bar pupil undertaking work that requires oral and written communications in Chinese. Students will apply Chinese writing, drafting and oral skills in the following areas:

- Letters of advice and other written correspondence
- Opinion drafting
- Contract drafting
- Court documents drafting
- Legal translation
- Oral communications in court

The structure of the course will be in the form of 8 large group lectures and 8 small group sessions. Guest lecturers may be invited on relevant topics. Large group lectures aim to provide students with the framework for the relevant topics. Students will be given examples of good and bad drafting and pitfalls to watch for in written and oral communications in Chinese. Small groups will provide students with the chance to engage in practical, hands-on activities and receive feedback on their written work assignments and oral communications.

### 2. Course Intended Learning Outcomes (CILOs)

*(CILOs state what the student is expected to be able to do at the end of the course according to a given standard of performance.)*

No.	CILOs	Weighting (if applicable)	Discovery-enriched curriculum related learning outcomes (please tick where appropriate)		
			A1	A2	A3
1.	Apply a problem solving approach to a client's issues including: <ul style="list-style-type: none"> <li>• Identifying client goals;</li> <li>• Identifying legal issues; and</li> <li>• Applying the law to the facts.</li> </ul>		✓	✓	✓
2.	Draft documents used in the practice of law in Chinese, including <ul style="list-style-type: none"> <li>• Correspondence</li> <li>• Letter of advice and opinion</li> <li>• Court documents</li> <li>• Contracts</li> </ul>			✓	✓
3.	Understand the fundamental elements of legal translation			✓	✓
4.	Practice and refine Cantonese oral communications skills and etiquettes in the courtroom			✓	✓
		100%			

- A1: *Attitude*  
Develop an attitude of discovery/innovation/creativity, as demonstrated by students possessing a strong sense of curiosity, asking questions actively, challenging assumptions or engaging in inquiry together with teachers.
- A2: *Ability*  
Develop the ability/skill needed to discover/innovate/create, as demonstrated by students possessing critical thinking skills to assess ideas, acquiring research skills, synthesizing knowledge across disciplines or applying academic knowledge to self-life problems.
- A3: *Accomplishments*  
Demonstrate accomplishment of discovery/innovation/creativity through producing /constructing creative works/new artefacts, effective solutions to real-life problems or new processes.

### 3. Teaching and Learning Activities (TLAs)

(TLAs designed to facilitate students' achievement of the CILOs.)

TLA	Brief Description	CILO No.				Hours/week (if applicable)
		1	2	3	4	
1	Teaching and learning will be based on a mixture of lecture and interactive discussion and drafting and role play exercises in the small groups.	✓			✓	
2	Teaching and learning will primarily be based on receiving feedback on exercises and improving the work products based on such feedback.		✓	✓	✓	

### 4. Assessment Tasks/Activities (ATs)

(ATs are designed to assess how well the students achieve the CILOs.)

Assessment Tasks/Activities	CILO No.			Weighting	Remarks
	1	2	3		
Continuous Assessment: 50%					
Oral coursework assessment:	✓	✓	✓	25%	
Written mid-term assessment:	✓	✓	✓	25%	
Examination: 50% (duration: 3 hours)					
Final Written Examination	✓	✓	✓	50%	
				100%	

## 5. Assessment Rubrics

(Grading of student achievements is based on student performance in assessment tasks/activities with the following rubrics.)

Assessment Task	Criterion	Excellent (A+, A, A-)	Good (B+, B, B-)	Fair (C+, C, C-*)	Marginal (D*)	Failure (F)
Oral coursework assessment (25%)	To pass this course students must obtain an aggregate mark of 50%.  Students do not need to obtain a minimum of 50% on each of the exams.	The work meets the client's needs in all respects, evidenced by –  <ul style="list-style-type: none"> <li>• a superior grasp of the issues and subject matter</li> <li>• superior organization and writing (or oral) skills</li> <li>• a capacity to analyze and synthesize</li> <li>• possession of an extensive knowledge base</li> <li>• a superior use of lawyer skills</li> </ul>	The work meets the client's needs in most respects, evidenced by –  <ul style="list-style-type: none"> <li>• a strong grasp of the issues and subject matter</li> <li>• good organization and writing (or oral) skills</li> <li>• some critical and analytical ability</li> <li>• an understanding of the applicable law and procedures</li> <li>• a good use of lawyer skills.</li> </ul>	The work meets the client's main needs, evidenced by –  <ul style="list-style-type: none"> <li>• an adequate grasp of the issues and subject matter</li> <li>• fair organization and writing (or oral) skills</li> <li>• an ability to develop solutions to the client's problems</li> <li>• a basic use of lawyer skills.</li> </ul>		The work does not meet the client's needs, evidenced by little or an insufficient –  <ul style="list-style-type: none"> <li>• grasp of the issues and subject matter</li> <li>• critical and analytical ability</li> <li>• understanding of the applicable law</li> </ul>
Written mid-term assessment (25%)						
Written examination at end of semester (50%)						

\* Note: The University's grades C- and D are not used in the PCLL.

## **Part III Other Information**

### **1. Keyword Syllabus**

*(An indication of the key topics of the course.)*

- Problem solving / planning
- Drafting court documents in Chinese
- Drafting opinion and advice letters in Chinese
- Drafting contracts in Chinese
- Legal translation (Chinese/English)
- Oral advocacy in Cantonese

### **2. Reading List**

#### **2.1 Compulsory Readings**

*(Compulsory readings can include books, book chapters, or journal/magazine articles. There are also collections of e-books, e-journals available from the CityU Library.)*

- Course guide and desk book for this course

#### **2.2 Additional Readings**

*(Additional references for students to learn to expand their knowledge about the subject.)*

- Bilingual Laws Information System - Hong Kong Ordinances and Subsidiary Legislation (<http://www.elegislation.gov.hk>)
- Lexis and/or Westlaw - available through “Electronic Resources” section of the Run Run Shaw Library website
- See course guide