

безпечуються діяльністю різних відомств. По-друге, рішення, зокрема, суду визначаються діяльністю адвокатів, юрисконсультів; вирок суду – слідчими, прокурорами. Тому непрофесійність чи неефективність однієї ланки системи або певної ділянки професійної діяльності юриста досить негативно впливатиме і на індивідуальну професійну діяльність фахівця, і на професійну сферу діяльності в цілому.

Отже, проблема професійної компетентності юриста розглядається у поєднанні з проблемами становлення готовності особистості до виконання професійної діяльності, формування соціалізації фахівця, набуття спеціалістами базових та спеціальних компетенцій, особистісного та професійного зростання тощо. Професійна компетентність – це складне, системне явище, що включає в себе знання, вміння, навички, професійно значущі якості особистості фахівця, що забезпечують виконання ним власних професійних обов'язків [3, с. 83]. Також це підготовленість працівника до виконання професійних функцій, пов'язаних зі спеціалізацією.

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TOLES (TEST OF LEGAL ENGLISH SKILLS) - THE WORLD LEADER IN TESTING KNOWLEDGE OF LEGAL ENGLISH

The TOLES organization is a private legal training company that was created as a direct result of extensive consultations with a leading commercial law firm. Moreover, TOLES is a practically oriented legal English language test, which was

developed with the participation of practicing lawyers especially for the needs of international and regional law firms and legal departments of the largest firms. The purpose of the exam is to test the practical knowledge of a candidate in the field of legal English, which makes the exam informative and convenient for both employers and applicants when they are employed in legal specialties.

The TOLES programme consists of a structured course of legal English training materials supported by three levels of professional exams. The exam levels are progressive steps towards reaching the standard of legal English required by employers such as international commercial law firms, in-house legal teams in private companies and top-class translators.

TOLES legal English training materials and exams have been developed following the advice of experienced commercial lawyers. The top requirements of employers are excellent drafting skills, first-class negotiating skills and a strong sense of commercial awareness.

The specific content of TOLES tests is the result of regular, thorough consultations with leading law firms and is constantly updated in accordance with changes in the legal environment. Training materials for the preparation for the TOLES exam, like himself, were developed with the participation of experienced lawyers. The TOLES examinations mainly test the candidate's reading and writing skills, which are a priority in the profession of a lawyer.

The exam is convenient because it has three levels, each of which is the next step in achieving a certain level of legal English. This allows to begin preparing for the exam in virtually any level of English.

Consistently passing all the steps of the test, one can, firstly, as accurately assess progress in the development of legal English, and secondly, to obtain the full amount of necessary knowledge - from initial acquaintance with the legal vocabulary to studying complex contracts:

- TOLES Foundation (Basic level of English legal language)
- TOLES Higher (Average level of English legal language)
- TOLES Advanced (Professional level of proficiency in English legal language)

TOLES exam is international recognized. It was developed by Global Legal English Ltd., specializing in teaching legal English, and was a direct result of consultations with leading law firms. In private conversations with representatives of Global Legal English, law firm partners complained that graduates of law schools and colleges, even as holders of different language certificates, did not have the language skills necessary to solve key legal issues.

The TOLES exam is widely known in the world among law firms and is highly appreciated by them. This exam and training materials for it are intended for practicing lawyers, in contrast to the ILEC (International Legal English Certificate), which is more academic, and is more likely intended for graduates of foreign legal schools planning to continue their studies abroad to obtain the LL.M (Master of Laws) or Ph.D (Doctor of Philosophy), rather than for young lawyers who want

to acquire practical language skills for further work.

International law firms, transnational companies and government bodies that use the TOLES exam to check the knowledge of employees and candidates for vacant positions:

- The Law Society of England and Wales
- Linklaters Oppenhoff and Radler
- Allen & Overy LLP
- Baker and McKenzie
- PricewaterhouseCoopers
- KPMG
- Sony Ericsson
- Daimler Chrysler
- European Court of Justice
- European Central Bank
- Deutsche Bundesbank
- Qatar Steel Company
- Qatar Petrochemical Corporation
- DuPont
- Fresh fields Bruckhaus Derringer
- Siemens and others.

TOLES topics include:-

- commercial contracts drafted in English
- forms of business
- the vocabulary of finance

The Foundation Exam is the **First** step in successful professional development with Toles. The Exam is the recommended starting point in legal English training for international law students.

For more experienced lawyers, this may be the correct starting point for those who wish to begin training in professional legal English while continuing to develop English skills in general.

The exam is one paper: legal reading and writing. The focus of the exam is on testing the absolute linguistic accuracy required of lawyers in a modern international office. This means accuracy in two main areas: technical legal vocabulary and grammar. Vocabulary from commercial deals, company documents, commercial contracts, intellectual property agreements, financial documents and forms of business are tested, as well as legal terminology from other areas.

The Foundation Exam has been described by employers as 'an excellent bridge for international law students between the world of university and the world of work'. As well as testing legal English, the Foundation Exam develops an awareness of the real tasks a lawyer carries out in an international legal office and focuses on real and recent legal developments and cases. For this reason, even learners with advanced general English can benefit from the Foundation Exam.

Level of General English

The level of English needed for this exam is Elementary. The priority at this stage is to make sure that a genuinely strong foundation of legal English is in place in order to allow learners to progress successfully to the next level. This strong foundation includes consolidating basic grammar before moving on to more complicated language structures. The exam is based on absolute accuracy in written English, not fluency. This means that when learners answer questions we expect their use of English to be very good and they will lose points for imperfect grammar as well as for vocabulary mistakes.

BASICS SUMMARY

Time Allowed - 90 minutes

Skills Tested - Legal Reading and writing (90 Minutes)

Appropriate level of general English - Elementary

Focus - Practical Legal Vocabulary in authentic situations: Consolidation of basic grammar

Score - The maximum score possible at the Foundation level is 100

Certificate - Toles Foundation with grade explanation

Program for the Foundation Level

1. The Legal Profession
2. The Language of Banking
3. The Language of Contract Law
4. The Language of Employment Law
5. The Language of the Law of Tort
6. Understanding Contracts (Part 1)
7. The Language of Business Law
8. Modern Letter Writing
9. The Language of Company Law
10. Understanding Contracts (Part 2)

The Higher Exam is the **Second** step in successful professional development with TOLES. The Higher Exam builds on the language skills and knowledge of practical legal vocabulary acquired at Foundation Level. The Higher Exam moves learners to the next stage and requires the ability to deal with more complex authentic legal documents and scenarios while also continuing to focus on strict attention to detail and grammatical accuracy. The exam has two papers: a legal reading and writing paper and a listening paper. The reading and writing paper requires a more active use of language than the Foundation Exam, and requires learners to deal confidently with complex and recent commercially -relevant case studies, extracts from contracts and a professional letter. It continues to test practical and useful legal vocabulary and requires the ability to provide precise definitions for very common words from commercial practice. It also demands a good knowledge of the register of language, and asks learners to improve informal English and make it more appropriate and professional.

The listening paper consists of listening to conversations between two or more lawyers or a lawyer and a client and answering questions based on understanding. The topics covered are very current and deal with situations that working lawyers frequently experience or topics that are of international interest. This continues the idea of the TOLES exams encouraging commercial awareness rather than an academic or theoretical knowledge of law. The level of English needed for this exam is Intermediate - Upper Intermediate level. The tasks at this level all use authentic, challenging general English and we recommend that exam candidates study some additional grammar as well as our training in legal English in order to score highly.

Higher - Summary

Time allowed - 135 minutes approximately (depending on variations in the listening tests)

Skills Tested - Legal reading and writing (90 minutes);

Legal listening (30-45 minutes)

Focus - Practical reading, writing and listening skills in authentic legal situations

Appropriate level of general English - **Intermediate** to Advanced

Score - The maximum score possible at higher level is 100

Certificate: Toles Higher with grade explanation

Higher Level includes all the material covered in the Toles Foundation level as listed below.

1. The Legal Profession
2. The Language of Banking
3. The Language of Contract Law
4. The Language of Employment Law
5. The Language of the Law of Tort
6. Understanding Contracts (Part 1)
7. The Language of Business Law
8. Modern Letter Writing
9. The Language of Company Law
10. Understanding Contracts (Part 2)

In addition to the units in the Foundation, students are also to complete the Higher modules for this level of TOLES. They are-

1. The Legal Profession - Higher
2. The Language of Banking - Higher
3. The Language of Contract Law - Higher
4. The Language of Employment Law - Higher
5. The Language of the Law of Tort - Higher
6. Understanding Contracts (Part 1) - Higher
7. The Language of Business Law - Higher
8. Modern Letter Writing - Higher
9. The Language of Company Law - Higher

10. Understanding Contracts (Part 2) - Higher

The Advanced Exam is the **THIRD** step in successful professional development with TOLES. The Exam was created and then developed in consultation with leading commercial law firms and we consider it to be the gold standard of legal English achievement. Toles Advanced was initially created at the request of a major commercial law firm in London. They required a method of testing the English of international interns and new associates in its international offices. This required researching the tasks international lawyers were required to carry out in English and making a careful analysis of how best to test proficiency in those areas. The result was the TOLES Advanced Exam. Since its creation it has been trusted by legal employers everywhere as a measure of a lawyer's commercial legal English skills rather than his or her academic legal English skills.

The exam has one paper: legal reading and writing. The exam measures the candidates' skills against a native English-speaking lawyer. In other words, any candidate scoring in the Gold category genuinely has very similar legal English skills to a native English-speaking solicitor, barrister or attorney. The exam has a heavy focus on the vocabulary and grammar required for contract drafting. It also encourages knowledge of the plain English style of writing favoured these days by leading commercial law firms. A working knowledge of the difference between 'legalese' and 'plain English' is essential to doing well in this exam. The candidates who score very well at Advanced level show an appreciation of the huge importance of absolute accuracy when working in law, as well as having a strong grasp of technical legal vocabulary. The exam also requires sensitivity to register and an understanding of how formal and informal English is used in a professional workplace.

Level of General English

The level of English needed for this exam is *Upper Intermediate - Advanced* level. The exam measures a candidate's legal English skills against the standard required of native English-speaking lawyers.

Time allowed - 120 minutes

Skills Tested - Legal reading, writing, drafting, knowledge of register and business

Focus - Idiom, practical reading, writing and drafting skills in authentic legal situations

Appropriate level of general English - Upper Intermediate - Advanced

Score - The maximum score possible at the Advanced level is 500

Certificate - TOLES Advanced with grade explanation