

PRACTICAL SKILLS WORKING SCHEDULE 2011

Course: Practical Skills

Number of Classes: 10+10+20

Lecturers: Prof. Dr. Sima Avramović, Prof. Dr. Stevan Lilić, Milena Đorđević LL.M

Basic Literature: Reader and handouts

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Office Hours (valid for the course duration): Friday, 10.30-13.30, Office 244, S. Avramović
Thursday, 16-17h, Office 418, S. Lilić
Friday, 11- 13h, Office 118, M. Đorđević

Room: Conference room

Class	Date	Day	Term	Themes	Lecturer	L/PW*	Reading assignment
Internet Skills (weeks 1 & 2)							
1.	Nov 8	Tuesday	18.00-20.25	Brief history of the internet How to access the internet	Prof. Dr. Stevan Lilić	L	Reader + Kathy Biehl, Tara Calishain, <i>The Lawyer's Guide to Internet Research</i> , 2000.
2.				Global browsers (google, yahoo) Electronic mail (e-mail) Other internet services		PW	Reader + Philip Leith, Amanda Hoey, <i>The Computerized Lawyer: A Guide to the Use of Computers in the Legal Profession</i> , 2002.
3.				Internet sites of major institutions		PW	Reader + <i>UN Global E-Government Readiness Report 2005 - From E-Government To E-Inclusion</i> , New York, 2005.
4.	Nov 11	Friday	18.00-19.30	European institutions International institutions University law schools Research institutions	Prof. Dr. Stevan Lilić	L	Reader + Stevan Lilić, Dragan Prlja, Miodrag Savović, <i>Internet Guide for Lawyers</i> , 2006.
5.				Legal non-governmental organizations		L	Reader + Stevan Lilić, Dragan Prlja, Miodrag Savović, <i>Internet Guide for</i>

				Bar associations Local government			<i>Lawyers</i> , 2006.
1.	Nov. 15	Tuesday	18.00-20.25	Major internet legal document sources Legal browsers and databases	Prof. Dr. Stevan Lilić	L	Reader + Carole Levitt, Mark E. Rosch, <i>The Lawyer's Guide to Fact Finding on the Internet</i> , 2007.
2.				Primary and secondary internet legal sources EU law databases EU court decision databases		L	Reader + <i>EU Law</i> , www.eur-lex.europa.eu <i>EU Case Law</i> , http://eur-lex.europa.eu/RECH_jurisprudence.do <i>EU Court Reports</i> , http://eur-lex.europa.eu/RECH_recueil.do
3.				Presentation of research assignment (students)		PW	
4.	Nov. 18	Friday	18.00-19.30	Presentation of research assignment (students)	Prof. Dr. Stevan Lilić	PW	
5.				Review of the course Grading and evaluation		L	
Research Methodology (weeks 3 & 4)							
1.	Nov 23	Wednesday	18.00-22.00	Written and oral presentation, modes of persuasion	Prof. Dr. Sima Avramovic	L	handouts + Corbett, E.P.J., <i>Classical Rhetoric for the Modern Student</i> , New York – Oxford 1990 ³
2.				Speaker's features		PW	handouts + MacInnis, J.L., <i>The Elements of Great Public Speaking. How to be Confident, Calm and Compelling</i> , Berkeley-Toronto 2006
3.				Audience analysis		L	handouts +

							Sprague, J.– Stuart, D., <i>The Speaker's Handbook</i> , Forth Worth Philadelphia 2000 ⁵
4.				Speech composition and delivery		PW	handouts + Lucas, S.E., <i>The Art of Public Speaking</i> , Boston 2004 ⁸ (video material)
5.				Research strategy, brainstorming and outlining		L	handouts + Grice, G.L. – Skinner, J.F., <i>Mastering Public Speaking</i> , Englewood Cliffs NJ, 1993
8.	Nov 30	Wednesday	18.00-22.00	Individual oral presentation	Prof. Dr. Sima Avramovic	PW	
9.				Academic writing, composition		L	handouts
10.				RESOURCES (heionline, SSRN), JOURNAL RANKING, SSCI & OTHER LISTS		PW	handouts
11.				Cards, notes, citation systems, references		L	http://libweb.anglia.ac.uk/referencing/harvard.html
12.				Review of the course Grading and evaluation		L	
English Legal Terminology (weeks 5,6,7 & 8)							
1.	Dec. 7	Wednesday	18.00-22.00	Introduction to legal English	Milena Đorđević	L	handouts
2.				Legal English related to foundations of European integrations <i>Basic vocabulary, reading and writing exercises</i>		L	handouts
3.				Legal English related to foundations of European integrations <i>Basic vocabulary, reading and</i>		L	handouts

					<i>writing exercises</i>			
4.					Legal English related to foundations of European integrations <i>Interactive workshop</i>		L	handouts
5.					<i>Interactive workshop</i>		PW	
1.	Dec. 14	Wednesday	18.00-22.00		Legal English related to EU business law <i>Basic vocabulary, reading and writing exercises</i>	Milena Đorđević	L	handouts
2.					Legal English related to EU business law <i>Interactive workshop</i>		PW	handouts
3.					Legal English related to EU business law <i>Interactive workshop</i>		PW	handouts
4.					Political and social rights terminology Basic vocabulary, reading and writing exercises		L	handouts
5.					Political and social rights terminology Basic vocabulary, reading and writing exercises		L	handouts
1.	Dec. 21	Wednesday	18.00-22.00		Political and social rights terminology <i>Interactive workshop</i>	Milena Đorđević	PW	handouts
2.					International policy terminology <i>Basic vocabulary, reading and writing exercises</i>		L	handouts
3.					International policy terminology <i>Basic vocabulary, reading and writing exercises</i>		L	handouts

				<i>writing exercises</i>			
4.				International policy terminology <i>Interactive workshop</i>		PW	handouts
5.				International policy terminology <i>Interactive workshop</i>		PW	handouts
1.	Dec. 28	Wednesday	18.00-22.00	Review of the course	Milena Đorđević	PW	
2.				Review of the course		PW	
3.				Review of the course		PW	
4.				Review of the course		PW	
5.				Grading and evaluation			

* Lecture (L) Pract. Work(PW)

Assessment:

Evaluation methods will take into account active participation during the classes and workshops, including short presentations and discussions of the group-work results. The quality of the paper to be prepared in the week following the course will also be an element of an overall assessment. The topic of the paper will be communicated at the beginning of the course.