

VOCABULARY WORKBOOK

CHECK YOUR ENGLISH
VOCABULARY FOR

Law

Third Edition

All you need to improve your vocabulary

CHECK YOUR ENGLISH VOCABULARY FOR

LAW

by

Rawdon Wyatt

A & C Black • London

www.acblack.com

First edition published 1996
Second edition published 1998
Third edition published 2006

A & C Black Publishers Ltd
38 Soho Square, London W1D 3HB

© Copyright Rawdon Wyatt 2006

All rights reserved.
No part of this publication may be reproduced in
any form without the permission of the publishers.

A CIP entry for this book is available from the British Library

ISBN-10: 0 7136 7592 6
ISBN-13: 978 0 7136 7592 4
eISBN-13: 978-1-4081-0239-8

Text typeset by A & C Black
Printed in Italy by Legoprint

A & C Black uses paper produced with elemental chlorine-free pulp,
harvested from managed sustainable forests.

Introduction

This book has been written for anyone working or training to work in the legal profession, or for anyone whose job requires them to have a working knowledge of legal words and terms. The various exercises throughout the book focus on the key vocabulary that you might be expected to understand and use on a day-to-day basis.

You should not go through the exercises in this book mechanically. It is better to choose areas that you are unfamiliar with, or areas that you feel are of specific interest or importance to yourself.

Each exercise is accompanied by a full answer key at the back of the book. This key also gives you other information about particular vocabulary items (for example, words with similar meanings, alternative words and expressions, etc) that are not covered in the exercises themselves.

When you are doing the exercises, there are a few important points you should consider:

1. Many of the words, expressions and accompanying notes are based primarily on the English and Welsh legal system. However, there are also many 'generic' words which can be applied across the international legal spectrum, and would be recognised in other places such as the USA and Canada.
2. Not all of the vocabulary practised in this book is legal vocabulary *per se* (see page 45 to find out what this expression means), but would be used in a legal context (for example, at a trial or tribunal, or when producing a contract or negotiating business terms).
3. A lot of the words and expressions which have been presented here in a particular context (for example, words connected with a criminal law procedure) might also 'cross over' into other areas of law. A jury, for example, is usually employed at a criminal trial, but might also be used in some civil cases, such as libel.

It is very important to keep a record of new words and expressions that you learn. On page 64 of this book, you will find a vocabulary record sheet which you can photocopy as many times as you like and use to build up a 'bank' of useful words and expressions. It is accompanied on the following page by a sample sheet that shows you how to record a particular vocabulary item. Keep your record sheets in a file or folder and review them on a regular basis so that the words and expressions become an 'active' part of your legal vocabulary.

We recommend that you keep a good dictionary with you, and refer to it when necessary. Many of the words and expressions in this book (together with their definitions) can be found in the *A & C Dictionary of Law*. For general vocabulary reference, the *Macmillan English Dictionary* is also an excellent resource.

No vocabulary book can possibly contain all of the legal words and expressions that you are likely to come across or need, so it is important you acquire new vocabulary from other sources. On the next page you will find a short list of useful sources that were consulted during the writing of this book, and you should also read as much as possible from a variety of other sources, including journals, papers and case reports (many of which are available on the Internet).

Contents

Page: Title:

1. Before you begin: Essential words
2. Business law 1: Key adjectives
4. Business law 2: Key nouns
6. Business law 3: Key verbs
9. Business law 4: Key expressions
11. Consumer rights
13. Contracts 1
15. Contracts 2
17. Corporate responsibility 1: The environment
18. Corporate responsibility 2: Communities
19. Corporate responsibility 3: Employment
21. Corporate responsibility 4: Financial and ethical integrity
23. Court orders and injunctions
24. Court structures
25. Crime 1: Crime categories
26. Crime 2: Name the offence
28. Crime 3: Criminal procedure (part 1)
29. Crime 4: Criminal procedure (part 2)
31. Dispute resolution
32. Employment and human resources

Page: Title:

34. European courts, institutions, etc
36. The family 1: Relationships
38. The family 2: Children
40. Human rights 1
43. Human rights 2
45. Legal Latin
46. Legal referencing
47. On the road
48. People in the law 1
50. People in the law 2
51. Privacy and data protection
52. Property
54. Punishments and penalties
56. Types of court
58. Wills
59. Word association 1
61. Word association 2
62. Word association 3
64. Photocopiable vocabulary record sheet
65. Vocabulary record sheet sample
66. Answer key

The following websites were a useful reference source during the writing of this book, and are recommended if you want to develop your legal vocabulary further, or if you want to learn more about laws, legal systems, etc, (especially those in the United Kingdom).

www.informationcommissioner.gov.uk

www.family-solicitors.co.uk

www.interactive-law.co.uk

www.law.ed.ac.uk

www.citizensadvice.org.uk

www.uklegal.com

www.compactlaw.co.uk

www.lawontheweb.co.uk

www.legalservices.gov.uk

www.media-solicitors.co.uk

www.unhchr.ch (very useful if you want to know more about the United Nations and human rights)

www.bench-marks.org (an excellent website if you want to know more about the underlying principles of corporate governance and responsibility)

Before you begin: Essential words

The words in this exercise are used a lot in the legal profession, and appear at various stages throughout this book, so it is important you understand what they mean before you do any of the other exercises. Match the definitions on the left with the words on the right. Note that (a) there are more words than definitions, and (b) many of the words on the right can have more than one meaning, but only one of those meanings is in the column on the left. Note that many of the words and accompanying expressions in this exercise (and in the following exercises on business law) are not exclusive to business law, but may also be applied to other legal and general areas.

1. Money claimed by someone as compensation for harm done.	appeal
2. To send someone to prison or to a court.	arrest
3. An adjective referring to a judge or to the law.	binding
4. Not guilty of a crime.	breach
5. Any act which is not legal.	case
6. A person who has studied law and can act for people on legal business.	charge
7. A disagreement or argument between parties.	civil
8. A specialist court outside the judicial system which examines special problems.	claimant
9. A set of arguments or facts put forward by one side in a legal proceeding.	commit
10. An official who presides over a court.	contract
11. To make an allegation in legal proceedings.	convict
12. Someone who is accused of a crime in a criminal case.	court
13. A person who makes a claim against someone in a civil court.	crime
14. An agreement reached after an argument.	criminal
15. To hold someone legally so as to charge them with a crime.	damages
16. A case which is being heard by a committee, tribunal or court of law.	defence
17. To find that someone is guilty of a crime.	defendant
18. Failure to carry out the terms of an agreement.	dispute
19. To bring someone to court to answer a criminal charge.	evidence
20. To ask a high law court to change its decision or sentence.	fine
21. To say that someone has committed a crime.	guilty
22. Having the legal ability to force someone to do something.	hearing
23. An adjective referring to the rights and duties of private persons or organisations.	injunction
24. The arguments used when fighting a case.	innocent
25. A legal agreement between two or more parties.	judge
26. An adjective referring to crime.	judicial
27. A group of 12 citizens who decide whether or not someone is guilty in a trial.	jury
28. A written or spoken statement of facts which helps to prove or disprove something at a trial.	lawyer
29. To order someone to pay money as a punishment.	legal
30. A court order telling someone to stop doing something, or not to do something.	offence
	plead
	prosecute
	sentence
	settlement
	trial
	tribunal

Business law 1: Key adjectives

Exercise 1: Look at these sentences and decide if the word in bold is being used correctly in the context of the sentence (there is an *explanation* of the word that should be used in brackets at the end of the sentence). If you think the word is wrong, look for the correct word. You will find this in one of the other sentences.

1. When pieces of broken glass were found in some of its food products, the company was held **eligible**. (*responsible for what had happened*)
2. When he was asked to explain his actions, he had no **valid** explanations. (*being acceptable because it is true or relevant*)
3. The sacked workers claimed unfair dismissal, and demanded a fair and **intangible** hearing. (*not biased or prejudiced*)
4. Goodwill is one of a company's **admissible** assets, and as such it cannot be declared as part of the company's capital. (*difficult to value as it does not exist physically*)
5. He was accused of trying to obtain a **fiduciary** advantage by getting involved in insider dealing. (*financial*)
6. At the trial, the judge took the **unprecedented** step of asking the claimant to remove his shirt. (*not having happened before*)
7. The company solicitor examined the contract very carefully, and eventually declared it **irreconcilable**. (*not having any legal effect*)
8. The documents produced were not considered relevant to the case and were therefore not **unanimous**. (*referring to evidence which a court will allow to be used*)
9. The magazine was acquitted of libel when the jury returned a **gross** verdict of 'not guilty'. (*where everyone votes in the same way*)
10. All shareholders are **accountable** to vote at the Annual General Meeting. (*able or allowed to do something*)
11. The judge accepted that Mr Johnson could not go back to work in the same company because of **void** differences of opinion between him and the Directors. (*very strong, so that it is not possible for two sides to reach an agreement*)
12. The rail company was accused of **impartial** negligence by failing to ensure passengers' safety. (*serious*)
13. Interest charges are tax **deductible** so we haven't made as much as we had hoped. (*able to be removed*)
14. After a terrible year, during which it lost almost £8 million, the company was declared **insolvent**. (*not able to pay debts*)
15. A company director has a **pecuniary** duty to the company he works for and the people who work there. (*acting as trustee for someone else, or being in a position of trust*)

Exercise 2: In this exercise, the first part of each word is already in the sentence. Complete it with the second part, which you will find in the box.

__atim	•	__ditional	•	__dulent	•	__empty	•	__ended	•	__erial
__gious	•	__inal	•	__itual	•	__ndant	•	__orate	•	__pational
		__sible	•	__tiable	•	__tory	•	__vent		

1. Because of the recent phenomenon of the 'compensation culture', claims for **occu**____ accidents have almost doubled in the last ten years. (*referring to jobs and work*)
2. So many complaints about the company's behaviour were reported that a **manda**____ injunction was imposed ordering them to cease trading. (*obligatory or necessary according to the law or rules*)
3. Some special savings accounts are popular with small businesses because the interest paid is **ex**____ from tax. (*not required to pay, or not covered by law*)
4. The terms of the contract are **nego**____ up to the moment it is signed. (*able to be changed by discussion*)
5. The claimant produced a **verb**____ transcript of the conversation he had had with the defendant. (*in the exact words*)
6. On the claimant's application for summary judgement, the defendant was given **uncon**____ leave to defend himself. (*with no conditions attached*)
7. The company was accused of making a **frau**____ insurance claim by exaggerating the value of the goods it had lost. (*not honest, aiming to deceive people for financial gain*)
8. Technically we can sue the company for breach of contract, although this is not really a **fea**____ option. (*possible or practical*)
9. New legislation has made Clause 6b of the contract **redu**____. (*no longer needed or valid*)
10. **Hab**____ breaches of safety regulations are being investigated by the Health and Safety Officer. (*doing something repeatedly*)
11. When he bought the company, it was barely **sol**____ but he turned it into one of the most successful organisations in the country. (*having enough money to pay debts*)
12. The lawsuit against the organisation was dropped because there was not enough **mat**____ evidence. (*important or relevant*)
13. We were expecting to receive a big fine, but in the event we were ordered to pay only **nom**____ damages. (*a very small amount*)
14. The issues of **corp**____ responsibility at local, national and international levels have been receiving a lot of coverage in the press. (*referring to a company*)
15. The contract is **open-**____ although there is an initial probationary period. (*with no fixed period, or with some items not specified*)
16. Be careful what you say: some companies are extremely **liti**____. (*very willing to bring a lawsuit against someone to settle a disagreement*)

Business law 2: Key nouns

Look at the dictionary definitions below, decide what each one is describing, then write your answers in the table on the next page. The first and last letters of each word have already been put into the table for you.

If you complete the table correctly, you will reveal a word in the shaded vertical strip that can be used to complete the sentence in the box at the bottom of the next page.

1. A person who is appointed to deal with financial or other matters on behalf of another person.
2. A licence to trade using a brand name and paying a royalty for it.
3. An official who investigates complaints by the public against government departments or other large organisations (especially banks, travel companies, and electricity, gas, water and telecommunications providers).
4. Somebody who gives a guarantee.
5. A failure to carry out the terms of an agreement, a contract, etc.
6. One of the main conditions of a contract, where one party agrees to what is proposed by the other party. Also the act of signing a bill of exchange to show that you agree to pay for it.
7. The notifiable offence of telling lies when you have made an oath to say what is true in court.
8. Somebody who has committed a civil wrong to somebody, entitling the victim to claim damages.
9. A payment made by a person or company to cover the cost of damage or hardship which he / she / it has caused.
10. An attempt by a third party to make the two sides in an argument agree.
11. A document in which a company acknowledges it owes a debt and gives the company's assets as security.
12. The closing of a company and the selling of its assets.
13. Money claimed by a claimant from a defendant because of harm or damage done, or money awarded by a court to a claimant as a result of harm suffered by the claimant (Clue: this word has already appeared elsewhere in this exercise).
14. The legal responsibility for paying someone for loss or damage incurred.
15. A failure to give proper care to something, especially a duty or responsibility, with the result that a person or property is harmed.
16. The good reputation of a business and its contacts with its customers (for example, the name of the product it sells or its popular appeal to customers).
17. A court order telling a person or a company to stop doing something, or telling them not to do it in the first place.