

The TOLES Higher Exam Syllabus



RECOMMENDED STUDY FOR THE TOLES HIGHER EXAM

- ✓ The Lawyer's English Language Coursebook- by Catherine Mason, ISBN 978-0-9540714-6-2 (available from the TOLES website)
- ✓ An Essential A-Z of Business Law- by Catherine Mason, ISBN 978-0-9573589-3-5 (available from the TOLES website)
- ✓ The Vocabulary of Commercial Contracts- by Catherine Mason, ISBN 978-0-9573589-0-4 (available from the TOLES website)
- ✓ The Vocabulary of Employment Contracts & Employment Law- by Catherine Mason, ISBN 978-0-9573589-2-8 (available from the TOLES website)
- ✓ Supplementary material for English grammar/use of language at a level appropriate for the group
- ✓ Practice Exams for The TOLES Higher Exam (available from the TOLES website)
- ✓ Activate: Accuracy in Grammar Part 2 (available from Cambridge Law Studio online)

THE TOLES HIGHER EXAM GRAMMAR SYLLABUS

The TOLES Higher Exam tests accurate use of grammar in the areas listed below. It also requires comprehension of some more complex structures which are marked (comprehension only).

B1 and B2 adjectives and adverbs

- Adjectives with *-ed* vs *-ing* e.g. tiring vs tired, interesting vs interested etc.
- Frequency adverbs, including correct word order e.g. seldom, occasionally, etc.
- Comparative and superlative of irregular adjectives e.g. best, worst, least
- *Same as, as... as* e.g. Diana earns the same salary as me. He earns the same as you. It's not as simple as that.
- *Like, alike, slightly* e.g. It looks like a complicated case. It is a slightly better offer.

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B1/B2 determiners

- For singular nouns: *another, each, either, every, neither*
- For plural nouns: *all, both, enough, more, most, other*

B1 conditionals

- Second conditional e.g. If they breached the contract, we would seek damages.
- Use of *if only* e.g. If only I had good neighbours. (comprehension only)
- Third conditional e.g. If he had formed a company, he would not have lost his personal assets. (comprehension only)

B1 and B2 verb patterns

- Verbs followed by verb + *ing* e.g. finish, suggest, recommend etc.
- Verbs followed by infinitive e.g. expect, hope, manage, offer, promise, refuse etc.
- Verbs followed by infinitive or verb + *ing* i.e. stop, remember, forget, try

B1 and B2 future tenses

- All uses of future *will* e.g. I think we will need another assistant. I will call you later.
- *Will vs going to* for predictions e.g. I think they will settle. I think they are going to settle.
- Future continuous e.g. He will be taking legal action. Will you be attending?
- Passive voice and reported speech e.g. Payment will be required in advance. He said they would pay in advance.

B1 and B2 modal verbs

- *May, might* and *could* for possibility e.g. That might work. It may take a while. That could be a risky strategy.
- *May/might* for a polite formal request e.g. May/Might I make a suggestion?
- *Must/can't* for deduction e.g. She must be a partner. Business can't be going well.
- *Be able to* in past simple, present perfect and with *will* e.g. She wasn't able to reach an agreement. We haven't been able to locate him. He will be able to attend.
- *Should* and *ought to* for advice and expectation e.g. You shouldn't accept a first offer.
- *Need* for necessity, present and past e.g. You need permission. I needed to find out more information.
- *Needn't* for lack of obligation, past and present e.g. You needn't wear a suit. You needn't have worn a suit.

B1 and B2 past tenses

- Past perfect e.g. She had agreed not to tell anyone, but then told a colleague about the deal.
- Past perfect continuous e.g. They had been discussing the possibility of a merger.
- *Used to* e.g. I used to work at that firm.
- Passive voice e.g. The contract had already been signed by then.

- *Have/Had something done* e.g. The firm has its IT system maintained by an independent contractor. I had my will drafted by my family solicitor.
- Reported speech e.g. She said she had heard great things about our firm. They said they would think about the offer.

B1 prepositions

- Prepositional phrases with *for, from, to, about, with, of, among, between* etc.
- Prepositions of place: *on, at, in, from, between* etc.
- Prepositions of time: *on, at, in, for, from, since, ago, until, by, within* etc.

B2 pronouns

- Pronouns: *someone, anyone, something, anything, somewhere, anywhere*, etc.
- Relative pronouns and relative clauses: *which, who, whose, whom, that, where, when*
- Interrogative pronouns: *Where, When, Who, How, Whose, What, Which* e.g. Who said that? Whose idea was that? What time is your next appointment?
- Use of auxiliary verbs with pronouns: *So do I, I hope so, I don't either, Neither do I* etc.

A2 and B1 present tenses

- Present perfect with *for, since, ever* and *never* e.g. I have lived here for six years. Have you ever considered a career change? I have never practised family law.
- Present perfect with *just* e.g. We have just agreed on a value.
- Present perfect continuous e.g. She has been looking after David's clients.
- Passive voice e.g. The director is being investigated. Claims are limited to £1,000. The claim has been served.
- Reported speech e.g. She says she has not received a response.

Phrasal verbs

- Common phrasal verbs e.g. give up, run up, etc.
- Phrasal verbs specific to legal English e.g. enter into, take out, set out

THE TOLES HIGHER EXAM LEGAL TOPICS SYLLABUS

The TOLES Higher Exam tests knowledge of legal vocabulary from among the following areas:

- The details of real court cases
- Banks accounts and loans
- Contracts in common law systems
- Oral and written contracts
- Sole trader businesses
- Traditional partnerships and LLPs
- Limited companies
- Bankruptcy and insolvency

- Disputes and litigation
 - Landlord and tenant
 - The law of tort
 - The liability of businesses for negligence
 - The liability of businesses for nuisance
 - Employment
 - Copyright, patents and trademarks
 - Alternatives to litigation
 - How the common law works
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