



Sample Questions

Q: Read this letter from a law firm to a client. Complete the table using information from the passage.

Legal Billing

Dear Mr. Hamilton,

I am writing to inform you of our billing procedures for your case. We can offer you two payment options.

1) Hourly rates

Under this option, you would pay an hourly rate of \$200 per hour for the services of a lawyer. You will also need to pay a retainer fee of \$350 up front before legal representation begins. This may be refunded when the case is closed, if it has not already been used in legal fees. If you opt for this, you will keep all the money you receive on recovery.

2) Hourly rate plus Contingency Fee

Alternatively, we can offer you a reduced rate of \$120 per hour, on the understanding that 30% of any money awarded to you on recovery will be paid to the firm. I am afraid I cannot offer you a flat rate fee for this work.

Should you wish to retain the services of one of the senior partners, please let us know and we will inform you of the current rate. Please note that due to the senior lawyers' prominence and expertise, the hourly rate will be considerably higher.

We would be grateful if you could inform us of your decision before 4th June.

Your sincerely,

Margaret Woodford, Paralegal

Hourly rate Option	
Lawyer's hourly rate	\$200
Lawyer's 1.....fee	\$350
Contingency fee Option	
2.....rate per hour	\$120
Contingency fee	30%
3.....	Not available
Hourly rate for services of a 4.....	Please contact us for the current rate

Q: Fill in the blanks with the correct word/phrase from the word bank.

failure	lay witness	waived
object	realistic	workload

1. The _____ of this contract is employee benefit.
2. Jack's _____ is heavy so he has no free time.
3. Derek should be more _____. He will never be able to finish the work in one day.
4. _____ to follow the rules may lead to disciplinary action.
5. The judge _____ the crime to an adult court because it was serious.
6. John will testify as a(n) _____ since he saw the crime.

Q: Match the words (1 - 5) with the definitions (A - E).

1.injunctive relief
2.implied contract
3.integrity
4.recovery
5.assertion

- A. the standard of moral and ethical principles.
- B. the money awarded to a client.
- C. a court order that prohibits a person from doing something.
- D. a statement someone believes is true.
- E. a contract with terms that have not been explicitly stated or written.

Q: Write a word that is similar in meaning to the underlined part.

1. The Morris Company was found to have fault in the accident.

_ u _ _ a _ i l i _ _

2. Return the toy if it is not working properly.

_ e _ _ c t _ _ e

3. Is this contract imposing an obligation or duty?

b _ _ _ i n _

4. Get the contracts and forms that show an assertion is true.

d _ _ _ _ _ _ _ _ _ _ e _ _ _ _ _ _ _ _

5. Is the witness's testimony reliable enough to be accepted by a court?

c _ _ p _ _ _ _ _

Q: check (✓) the sentence that uses the underlined parts correctly.

1. A The loud motorcycle is nuisance.

B Joe interferes in his neighbor's affairs by ignoring them.

2. A She lied to her business partner, committing fraud.

B we recovered damages by paying the other party \$100.

3. A Sally did not agree and she would only consent.

B Ms. Lee did not wish to help the opposing party.

4. ___ A Ms. Dailey has an appointment with her doctor.
___ B Susan keeps her software in her briefcase at all times.
5. ___ A The jury made an inference that the defendant had been at the crime scene.
___ B Guy is prejudiced and keeps an open mind.

Q: Choose the correct word pair to fill the blanks.

1. The _____ are shipped to the store from the warehouse owned by the _____.
 - A. manufactured products– suppliers
 - B. consumer protection laws – class action
 - C. distributors – product liability

2. Maxwell chose to _____ of the contract, which was an act of _____.
 - A. recover – commitment
 - B. back out – bad faith
 - C. collect – resolution

3. _____ of information leaks is vital, as _____ of the client depends on it.
 - A. communications – disclosure
 - B. malpractice – privileged status
 - C. prevention – effective representation

4. The lawyer did not agree with the _____ so she _____ the ruling.
 - A. bail – charged
 - B. sentenced – appealed
 - C. pre-trial motions – pleaded

5. Fred was not granted _____ because he has been _____ before.
 - A. plea bargain – appealed
 - B. sentenced – pleaded
 - C. bail – convicted

Q: Read below article and fill in the blanks using the words from the word bank.

Attorney-Client Privilege

We are all aware of the privileged status of our conversations with clients. No good attorney would reveal information that should remain confidential. Disclosure is out of the question without your client's consent. This could be the difference between effective representation and malpractice.

In the news lately, there have been many cases in which a client waives attorney-client privilege. It is the client's right to do so. Still, it weighs heavy on the hearts of many attorneys to give evidence against a client. Prevention of disclosure to the opposing party is among our top goals.

The law states that confidential communication with attorneys is the client's right. As such, it is up to the client to decide whether to exercise that right. We can only advise a client to make the right decision.

effective representation information	waive	confidential
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The article is about **1**..... information shared between an attorney and a client. According to the writer, **2**..... or the attorney's ability to do good work depends on this privilege. Lately, some defendants have been convinced that they should **3**..... this right. Even if the attorney does not want to reveal **4**..... he or she can only offer advice and must follow the client's instructions.

Q: Fill in the blanks with the correct word/phrase from the word bank.

failure	off-the-record	lecture
penalty	detained	terms

1. Charles changed the.....of the contract.
2. Employees may receive a.....such as fine.
3.to follow the rules may lead to disciplinary action.
4. The judge spoke to the teenage girl.....
5. Tom received a.....about obeying the law.
6. The police.....the juvenile at the station.

Q: Match the words (1 - 5) with the definitions (A - E).

1.maximize
2.delegate
3.contingency fee
4.criminal record
5.correctional facility

- F. a place where young people are detained.
- G. the percentage of money awarded a lawyer gets.
- H. a document showing any crimes you have committed.
- I. to give work to another person to do.
- J. to make the best of use of something.

Q: Write a word that is similar in meaning to the underlined part.

1. Write the detailed proposal by one party that can be accepted by another party and lead to a contract.

o _ _ e _

2. Mr. Bale requested a meeting at a specific place and time.

_ p p _ _ _ m _ n t

3. There are several choices regarding how to pay.

o _ _ _ _ _ s

4. This firm's rates are a lot higher than the other's.

c _ _ _ _ _ _ _ _ _ l _

5. A senior lawyer has great importance in the profession.

_ r _ _ _ _ _ _ _ e

Q: check (✓) the sentence that uses the underlined parts correctly.

1. A Mr. Tam doesn't allow visitors on his private property.
 B Kara looks for the entitlement of the law book.

2. A The company defended its decision in court.
 B The case is going to trial because there has been a resolution.

3. A The Lawyer would not reveal information from his conversation.
 B Mr. Jones won many awards for malpractice.

4. A Staff should read the boss's individual planner daily.
 B Staff should look at the firm calendar regularly.

5. A I can relax today. I have five upcoming deadlines.
 B Every boss should track the movements of his or her staff.

Q: Choose the correct word pair to fill the blanks.

1. The firm specializes in _____, with a focus on cases of _____.
 - A. bad faith – commitment
 - B. contract litigation – breach of fiduciary duty
 - C. fraud – arbitration

2. The judge cannot order _____ of information that is protected by _____.
 - A. disclosure – privileged status
 - B. communication – malpractice
 - C. prevention – effective representation

3. In order to _____ the suspect, the officer needs a _____.
 - A. arrest – warrant
 - B. book in – plea bargain
 - C. charge – sentence

4. Paul was _____ with the crime and he _____.
 - A. appealed – sentenced
 - B. sentenced – charged
 - C. charged – pleaded

Q: Read this blog on starting a law firm and complete the table using formation from the text.

Calendar Control

When starting your own practice, you need to realize that law firms are hectic. You'll soon be swimming in paperwork and deadlines. But a missed deadline can lead to a malpractice case. So good calendar management is vital to the success of any law practice.

To start off, you need an individual planner to make a note of your appointments. You can choose a pocket planner, wall calendar or computer-based calendar – whatever suits you best.

Your firm also needs a master calendar to track the movements and appointments of your employees. It is important to have a system in place to update the firm calendar. You should also keep a tickler file to remind staff about upcoming deadlines.

Thankfully, good calendar software programs are available. The advantage of these is that information only needs to be entered once. Then it can be viewed by anyone in the firm. You can also see appointments in various formats, such as by lawyer, by date or by location. The software also helps you schedule group meetings by searching for conflicts in your colleagues' schedules. Advanced calendar control programs can even automatically enter due dates for you. For example, if you file a complaint, the program will calculate all upcoming deadlines.

Type of calendar	Uses
Pocket diary, 1, computer-based calendar.	To make a note of your appointments
Master calendar	2

3.....	To remind staff about upcoming deadlines.
4.....	To help schedules group meeting.

Q: Fill in the blanks with the correct word/phrase from the word bank.

subject	expunged	juvenile
comply	exchange	liable

1. Employeetheir services for a monthly salary.
2. Everyone in the company should.....with the rules.
3. Illegal actions can.....a company to a court case.
4. The boy’s parents were.....for the damage.
5. A fifteen-year-old boy is due in a.....court tomorrow.
6. His criminal record was.....when he was 18 years old.

Q: Match the words (1 - 5) with the definitions (A - E).

1.procrastinate
2.prioritize
3.flat rate
4.recovery
5. community service

K. a fixed payment for a service.

L. a punishment in which the person works to help local people.

M. to not do something that needs to be done.

N. the money awarded to a client.

O. to decide what is most important.

Q: Write a word that is similar in meaning to the underlined part.

1. The lawyer says the contract is with legal force.

_ _ l i _

2. Is this contract imposing an obligation or duty?

b _ _ _ i n

3. The money will be returned to you.

_ _ _ u _ _ _ d

4. Pay the money before you receive the services.

_ p f _ _ _ _

5. How money is charged and accepted vary between firms.

b _ _ _ _ _ _ p _ _ _ _ _ _ _ s

Q: check (✓) the sentence that uses the underlined parts correctly.

1. A Jack paid restitution to his neighbor for breaking his window.
 B The judge heard the murder case in a small claims court.

2. A We recovered damages by paying the other party \$100.
 B She lied to her business partner, committing fraud.

3. A The information is confidential, so it's on the website.
 B Communication between clients and attorneys is protected by law.

4. A Freda uses a wall calendar so that she can easily see her appointment.
 B Peter wrote the appointment on his computer-based calendar with a red pen.

5. A Ms. Dailey has an appointment with her doctor.
 B Susan keeps her software in her briefcase at all times.

Q: Choose the correct word pair to fill the blanks.

1. Maxwell chose to _____ of the contract, which was an act of _____.
 - A. recover – commitment
 - B. collect – resolution
 - C. back out – bad faith

2. _____ of information leaks is vital, as _____ of the client depends on it.
 - A. communication – disclosure
 - B. malpractice – privileged status
 - C. prevention – effective representation

3. The lawyer did not agree with the _____ so she _____ the ruling.
 - A. bail – charged
 - B. sentence – appealed
 - C. pre-trial motions – pleaded

4. Fred was not granted _____ because he has been _____ before.
 - A. bail – convicted
 - B. sentenced – pleaded
 - C. plea bargain – appealed

Q: Match the numbers (1 to 8) with letters (A to H)

1-Implied Contract

2- Bilateral Contract

3- Loan agreement

4-Excessive noise

5- Settlement

6- Allegation

7- Unilateral contract

8- Confidentiality

A- The spoken or written agreement to protect privacy.

B- A court order that prohibits a person from doing something.

C- A contract between a lender and borrower.

D- The resolution of a dispute or lawsuit.

E- An agreement for one party to pay for another party's work.

F- A contract in which both parties exchange promises to perform certain things.

G- A formal accusation against someone.

H- An agreement with the terms that have not been explicitly stated or written.

Q: Write a word that is similar in meaning to the underlined part

1- The workers complained about the dangerous conditions.

_ a _ ar _ _ _ s

2- Did you carefully look at and think about the contract

r _ _ _ ew

3- Stores that sell products to consumers must protect customers.

R _ t _ _ le _ _

4- Is this contract imposing an obligation or a duty?

b _ _ _ in _

5- Return the toy if it is not working properly.

_ e _ _ ct _ _ e

6- There was no clear indication about who is responsible.

_ e _ _ n _ tr _ t _ _ _ _ _ f _ _ _ t

Q: Fill in the blanks with words from the word bank

(professional conduct, diligence, reasonable fees, acceptance, transactions, impartiality, consideration, exchange, object)

- 1- The _____ of this contract is employee benefits.
- 2- Employees _____ thier services for a monthly salary.
- 3- Jane was ready to give her _____ of the contract.
- 4- Besides an offer and acceptance, and an intention to create legal relations, a valid contract must have _____.
- 5- The judge must mainatin _____ and fairness.
- 6- The clients were pleased with Mr. Potter's _____.
- 7- The lawyer established _____ so clients could afford her services.
- 8- Mr. Walters keeps track of all _____ with the client for his records.
- 9- The lawyer fights for his client with _____ and never gives up.

Q: Check () the sentence that uses the underlined parts correctly

1- A- Maggie had no options, so she had a lot of alternatives.

B- Your neighbor's property is next to your home.

2-A- The case is going to trial because there has been a resolution.

B- The company defended its decision in the court

3-A- They could not resolve thier differences without organized arbitration.

B- The judge thanked Ms. Williams for her failure to appeaer in the court.

4-A- Mr. Tam does not allow visitors on his private proerty.

B- Kara looks for the entitlement of the law book.

5-A- Jack paid restitution to his neighbor for breaking his window.

B- The judge heard the murder case in a small claims court.

6-A- The loud motorcycle is a nuisance.

B- Joe interferes in his neighbor's affairs by ignoring them.

7-A- She lied to her business partner, committing fraud.

B- We recovered damages by paying the other party 100 US dollars.

Q: Match the numbers (1 to 8) with letters (A to H).

- 1. injunctive relief**
- 2. loan agreement**
- 3. implied contract**
- 4. settlement**
- 5. agreement of sale**
- 6. misconduct**
- 7. integrity**
- 8. confidentiality**

- A. the spoken or written agreement or protect privacy.
- B. a court order that prohibits a person from doing something.
- C. a document that details the terms and conditions of a purchase.
- D. the resolution of a dispute or lawsuit.
- E. the strander of moral and ethical principles.
- F. a contract with terms that have not been explicitly stated or written.
- G. a contract between lender and borrower.
- H. a behavior that is wrong or improper.

Q: Write a word that is similar in meaning to the underlined part.

1. The Morris Company was found to have fault in the accident.

_ u _ _ a _ i l i _ _

2. There was no clear indication about who is responsible.

_ e _ _ n _ t r _ t _ _ _ _ _ _ f _ _ _ t

3. Laws that protect customers are very important.

_ o n _ _ m _ r _ _ p _ _ t _ c t _ _ n _ _ laws

4. The standard by which products are judged not to cause harm is important to consumers and salespeople alike.

S _ f _ _ _

5. The lawyer says the contract is with legal force.

_ _ l i _

6. Did you carefully look at and think about the contract?

r _ _ _ e w

Q: Fill in the blanks with words from the word bank.

(absolute liability, terms, reasonable fees, object, exchange, fraudulent acts, good faith, allegation, nuisance)

1. A woman writes a letter to her neighbor complaining that her dogs are a _____.
2. If her neighbor does not do something to keep the dogs quite, she will have to file a(n) _____ with the court.
3. The promise was made and kept in _____.
4. The plaintiff proved _____ because the company knew about the defects.
5. Employees _____ their services for a monthly salary.
6. Charles changed the _____ of the contract.
7. The _____ of this contract is employees benefit.
8. The lawyer established _____ so clients could afford her services.
9. The lawyer was accused of _____ for misleading the court.

Q: Check (✓) the sentence that uses the underlined parts correctly.

1. **A-** The loud motorcycle is a nuisance.
B- Joe interferes in his neighbor's affairs by ignoring them.

2. **A-** Maggie had no options, so she had a lot of alternatives.
B- Your neighbor's property is next to your home.

3. **A-** The case is going to trial because there has been a resolution.
B- The company defended its decision in the court.

4. **A-** They could not resolve their differences without organized arbitration.
B- The judge thanked Ms. Williams for her failure to appear in the court.

5. **A-** Mr. Tam does not allow visitors on his private property.
B- Kara looks for the entitlement of the law book.

6. **A-** Jack paid restitution to his neighbor for breaking his window.
B- The judge heard the murder case in a small claims court.

7. **A-** She lied to her business partner, committing fraud.
B- We recovered damages by paying the other party 100 USD.

Q: Answer only **One (1)** of the following questions.

- A. Explain the “**Core of Administrative Law**”?
- B. How will “**Custom**” become a main source of administrative law?

Q: What is the main idea of the passage?

- A. how to file a class action suit
- B. who to call about product liability
- C. why some products are dangerous
- D. general information about product liability law

Q: To demonstrate product liability a person must prove that

- A. the place where the product is manufactured is unsafe
- B. a product is defective or marketed dishonestly
- C. the supplier has not been responsible.
- D. someone has been injured by a dangerous product

Q: Who is responsible for the safety of consumer products?

- A. the State
- B. the consumer protection department
- C. companies involved in sales and production
- D. manufacturers

Know your Product Liability Law

A recent class action suit in the news highlighted the issue of consumer protection laws.

Who is responsible for the safety of products sold to consumers? Is it the manufacturers, the suppliers or the distributors? Do the retailers also share some of the responsibility? Depending on the case, all of the entities described above are accountable.

Product liability cases can be very diverse. In these types of cases, the defendant must prove that the product was defective. A lawsuit may also develop from products that are marketed incorrectly.

When a manufactured product is dangerous, strict liability applies. Strict liability cases do not depend on whether the manufacturer or supplier was careless. A defendant is liable when it is shown that the product is defective. Product liability laws have been adopted by most states. For details, see common law books.

Q: Fill in the blanks with words from the word bank.

consideration, property, terms,
nuisance object, waive

1. A woman writes a letter to her neighbor complaining that her dogs are a _____.
2. The _____ of this contract is employee benefits.
3. She tells the woman that the dogs bother all of the neighboring _____ owners by barking in the early morning.
4. Besides offer and acceptance, and an intention to create legal relations, a valid contract must have _____.
5. Charles changed the _____ of the contract.
6. Some defendants have been convinced that they should _____ their right.

Q: Match the numbers (1 to 6) with letters (A to F).

- 1. bilateral agreement**
- 2. integrity**
- 3. implied contract**
- 4. settlement**
- 5. advocate**
- 6. conflict of interest**

I. the resolution of a dispute or lawsuit.

J. to support and defend something or someone.

K. a contract in which both parties exchange promises to perform certain things.

L. a contract with terms that have not been explicitly stated or written.

M. a situation where one duty conflicts with another.

N. the standard of moral and ethical principles.

Q: Write a word that is similar in meaning to the underlined part.

1. The workers complained about the dangerous conditions.

_ a _ a r _ _ _ s

2. The lawyer says the contract is with legal force.

_ _ l i _

3. Ms. Dorton was ready to agree with what had been proposed.

b _ _ _ i n _

Q: Read the text and mark the following statements as true (T) or false (F).

- 1 _____ The museum is accused of fraud.
- 2 _____ There is a contract between the filmmaker and the museum.
- 3 _____ The museum does not want to show the film.

Breach of Contract

Contract litigation, as you know, is what my firm specializes in. So we have all been interested in the recent case against the National Museum. To summarize, the museum tried to back out of an agreement to show a documentary film. The filmmaker accused the museum of failure to meet its commitment. The museum accused the filmmaker of fraud. The film was not what they expected.

Is the museum committing an act of bad faith? The filmmaker stands to recover substantial damages if the film is not shown. Will he choose to collect a settlement, or fight for the film's screening? The parties will have to reach some sort of resolution. It looks bad for everyone if the case goes to trial. The museum defends its position. Lately, most cases have been about breach of fiduciary duty. This one gives us something different to follow.

Lately, most cases have been about breach of fiduciary duty. This one gives us something different to follow.

Q: Check (✓) the sentence that uses the underlined parts correctly.

1. **A-** The judge heard the murder case in a small claims court.
B- Jack paid restitution to his neighbor for breaking his window.

2. **A-** The company defended its decision in the court.
B- The case is going to trial because there has been a resolution.

3. **A-** Sally did not agree and she would only consent.
B- Ms. Lee did not wish to help the opposing party.

Q: Read this blog on starting a law firm and complete the table using formation from the text.

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Type of calendar	Uses
Pocket diary, 1....., computer-based calendar.	To make a note of your appointments
Master calendar	2.....
3.....	To remind staff about upcoming deadlines.
4.....	To help schedules group meeting.

Q: Fill in the blanks with the correct word/phrase from the word bank.

expunged	waive	progress	nominated
	Hearsay	subject	Terms

1. Charles changed the.....of the contract.
2. Philip hasn't made any.....of his report.
3. Illegal actions can.....a company to a court case.
4. The police.....the juvenile at the station.
5. Repeating what someone said is only.....
6. The bank manager would not..... the fee.
7. Richard.....his colleague to be department manager.

Q: Match the words (1 - 5) with the definitions (A - E)

1.settlement
2. agreement of sale
3.victim
4.forum
5.public international law

- P. laws which govern how countries interact.
- Q. a person who suffered as a result of someone's crime.
- R. the resolution of dispute or lawsuit.
- S. a group of people who make decisions.
- T. a document that details the terms and conditions of a purchase.

Q: Write a word that is similar in meaning to the underlined part.

1. Return the toy if it is not working properly.
_ e _ _ c t _ _ e
2. The lawyer says the contract is with legal force.
_ _ l i _
3. How money is charged and accepted vary between firms.
b _ _ _ _ _ p _ _ _ _ _ s
4. Get the contracts and forms that show an assertion is true.
d _ _ _ _ _
e _ _ _ _ _
5. Both parties need to have faith in their mediators.
t _ _ _ _

Q: check (✓) the sentence that uses the underlined parts correctly.

1.A. Mer Tam doesn't allow visitors on his private property.B. Kara looks for the entitlement of the law book.
2.A. The company defended its decision in court.
.....B. The case is going to trial because there has been a resolution.
3.A. Staff should read the boss's individual planner daily.
.....B. Staff should look at the firm calendar regularly.
4.A. The judge excluded the evidence because it as relevant.
.....B. The testimony was confusing because of the specialized language
5.A. This meeting is a waste of time. I find it really helpful and informative.
.....B. It's unfair that Jill and Kevin do the same hob but earn different salaries.

Q: Read the sentence and choose the correct word.

6. Keven is still being held in police (**bail / custody**).
7. The judge decided there was enough evidence to continue at the (**preliminary hearing / plea bargain**).
8. DNA is a kind of (**biological / physical**) evidence.
9. The police need more (**trace / class**) evidence to convict the suspect.
10. The irrelevant evidence had no (**emotive / probative**) value.

Q: Read the sentence pairs. Choose where the words best fit in the blanks.

1. **damage / good faith**

The promise was made and kept in

Since there was a lot of, the repairs were costly.

2. **diligence / impartiality**

The judge must maintain.....and fairness.

The lawyer fights for his client with.....and never gives up.

3. **pocket planner / master calendar**

The.....is hanging on the wall in the office.

John made a note of the date in his.....

4. **formats/ conflicts**

Users can view the calendars in different.....

Mr. Wong has several scheduling.....