

# **Government Law College, University of Mumbai, Mumbai**

**Add On Certificate Courses**

# Communication Skills Course

The Communication Skills Course was conducted in an online format for the first and second-year students of Government Law College, Mumbai, from 21st August to 15th October. This report provides an overview of the course, its objectives, lectures, guest lectures, and the recent evaluation week.

## Course Overview:

The Communication Skills Course at Government Law College was designed to equip our students with the necessary skills and knowledge to excel in legal communication, thereby enhancing their overall capabilities as legal professionals.

## Objectives:

The course was designed with a set of clear objectives in mind:

- Develop strong foundational communication skills.
- Enhance listening, reading, and writing abilities.
- Master grammar for effective legal communication.
- Create persuasive presentations and clear legal messages.
- Excel in negotiation, persuasion, and critical thinking.
- Build professional branding and networking skills.
- Adapt to technology for online communication.
- Apply skills in practical legal scenarios and interviews.

## Curriculum

The curriculum for the Communication Skills Course 2023-24 was thoughtfully designed, keeping in mind the unique needs and challenges faced by legal students. Recognizing that legal professionals require distinct communication skills, the course integrated legal contexts into the teaching materials. This approach ensured that students could directly relate their learning to their future careers. Legal terminology, writing styles, and behavioural etiquette were incorporated into the syllabus, allowing students to gain a deep understanding of how to communicate effectively within the legal field.

### Module 1: Introduction to Communication

- Components of Effective Communication
- Non-verbal communication

### Module 2: Essential Listening and Reading Skills

- Reading- Skimming, scanning, close and critical reading
- Effective Listening

### **Module 3: Grammar for Legal Use**

- Conjunctions and linkers
- Punctuation
- Avoiding errors
- Tenses and Tone
- Voice
- Modal Auxiliary and Conditionals

### **Written and Visual Communication**

- Note-making and Summarising
- Presentations
- Legal messages, arguments and essays
- Editing
- Variants of English
- Professional Emails, Memos and Letters

### **Dynamic Oral Advocacy**

- Negotiations
- Creating persuasive arguments
- GD and Extempore

### **Professional Communication and Branding**

- CV making and Cover letter writing
- Critical thinking
- Debating skills
- Interview Skills
- LinkedIn Management
- Group Discussions
- Elocution

## **Course Curriculum of 'Digi-Law' Add On Course**

### **Module I: Application of E-Resources**

Data base for Legal Education (designed by Dr. Dhule)

### **Module II: Electronic Case Management Tools**

E- Court Project

E- Court Website  
E- Court Mobile App  
E- Filing Portal  
Electronic cases Equipments Virtual Courts  
E-Payments  
NSTEP  
E-Seva Kendra  
Key OSK machine  
PDF File  
Video- Conferencing / Online Hearings

**Module III: Cyber Law and Cyber Security (Information Technology Law, 2000)**

Cyber security – Concept, Definition, Types & User Protection Digital forensics.  
Cyber risk and cyber insurance  
Cyber Security design and maintaining proper resilience.  
Dark web and Deep web –Governance & Compliance  
Cyber law and Ethics  
Malware Analysis

**Module IV : Practical / Projects**

Practical experience through Projects

## **Course Title: Advocacy Skills**

**Course Description:** This course will provide students with a comprehensive understanding of advocacy, focusing on the skills, strategies, and techniques used during their practice. This course covers theoretical study with practical exercises to develop the advocacy skills in students and enhance their ability in Legal profession.

### **Course Outline**

#### **1. Introduction to Advocacy (2 lecture)**

- Definition of advocacy/ The principles of advocacy: what makes an effective advocate
- Importance of advocacy
- Branches of practice
- Qualification/ eligibly/ Exams to practice in different court.
- Advocacy in the Indian context

#### **2. Understanding Indian Legal System (2 lectures)**

- Understanding Indian Constitution
- Understanding Legislature, Executive, and Judiciary
- Interpretation of Statutes/Rules/Bylaws
- Preparing case theory

#### **3. Effective Communication for Advocacy (4 lectures)**

- Oral and Written Communication skills
- Managing clients & witnesses
- Court etiquette
- Public Speaking and Presentation Skills
- Negotiation Skills
- Examination in Chief, Cross Examination, and techniques in questioning witnesses, including use of exhibits and refreshing memory
- Building and delivering persuasive arguments
- Methods of interrogation
- Principles of opening and closing

#### **4. Research Skills for Advocacy (2 lectures)**

- Research Methodologies
- Analyzing and Interpreting Data
- Importance of Evidence-Based Advocacy
- Writing Research Report
- Amendments

#### **5. Media and Digital Advocacy (2 lectures)**

- Role of Media in Advocacy
- Digital platforms for advocacy: Social Media, Blogs, Online Forums
- Effective use of digital tools for advocacy
- Networking skills

#### **6. Ethics in Advocacy (1 lectures)**

- Understanding Ethical Practices in Advocacy
- Client Autonomy
- Confidentiality and Privacy Issues

#### **7. Practical Training (2 lectures)**

- Case studies in Indian advocacy
- Trial techniques
- Argument

#### **Course Learning Outcomes**

On successful completion of the course students will be able to:

1. Apply specialist knowledge and an advanced understanding of court advocacy
2. Demonstrate specialized professional skills and competency in court advocacy by applying their knowledge
3. Communicate effectively and persuasively
4. Apply the law to the facts of various civil or criminal cases in a defensible way
6. Demonstrate awareness of reforms and new developments in criminal or civil trial advocacy.
7. Use digital tools for advocacy.

8. Understand and apply ethical practices in advocacy.

**ALTERNATE DISPUTE RESOLUTION CERTIFICATE COURSE SYLLABUS**

**COURSE IN DETAILS**

**MODULE I : ARBITRATION**

**1) Basics of an ADR**

**i) Evolution of ADR**

**ii) Importance of ADR**

**2) Arbitration**

**i) Disputes arbitral & non- arbitrable**

**ii) Domestic and international Commercial Arbitration**

**3) Arbitration Agreement**

**i) Essential Elements of Arbitration Agreement**

**ii) Drafting of Arbitration Agreement**

**iii) Drafting of Arbitration Clause.**

**4) Arbitral Tribunal**

**i) Appointment of Arbitrators/AT**

**ii) Power & function of AT**

**iii) Interim Measures by Court and by Arbitral Tribunal**

**5) Arbitral Proceedings**

**i) Procedure followed in Arbitrator**

**ii) Drafting of Statement of Claims**

**iii) Drafting of Statement of Defense**

**6) Arbitral Award**

**i) Forms and counteracts of Award**

**ii) Drafting of interim Awards**

**iii) Drafting of Final Awards**

**iv) Grounds for sifting aside an Award**

**v) Enforcement of Awards & appealable orders**

**vi) Drafting of other relevant applications**

## **7) Moot Arbitration**

- i) Moot Arbitration with case study**

## **MODULE II : CONCILIATION & NEGOTIATION**

### **1) Conciliation**

- i) Appointment of Conciliators**
- ii) Conciliation proceedings**
- iii) Drafting of settlement agreement**
- iv) Drafting of Conciliation Clause agreement**

### **2) Negotiation**

- i) Theories and kinds of Negotiation**
- ii) Stages, Skills and Strategies in negotiation**
- iii) Essential Drafts in Negotiation**

### **3) Case study on Conciliation & Negotiation**

- i) Case Study & Debate, Discussion, Analysis & Research**