

Write the correct answers below

INTERVIEW TIPS FOR WORK EXPERIENCE

Work experience will stand you in good stead for a career in the legal **environment**. It will provide a useful insight into a **company's** day-to-day working practice. Many companies, in conjunction with colleges and training organisations, provide work experience programmes for students who aspire to a career in law. The type of placement will vary, dependent upon the individual company, but will often be of two weeks' duration. The work could be either within a solicitor's firm or in the legal department of a large company. Sometimes, **Magistrates'** Courts will offer work experience placements. The work is generally unpaid and the legal organisation will require candidates of a high calibre who **are** able to work on their own initiative. **Professionalism** is essential at all times. The work experience trainee will be a representative of the company and should provide clients with a good impression.

Many legal companies will structure the work placement to include visits to all departments of the firm. The number of departments will vary. Large companies might deal specifically with **Corporate** Law whereas smaller offices may deal mainly with issues relating to Conveyancing, Family **Law** and Probate. As well as gaining invaluable legal experience, the placement could help in your search for future employment. It will certainly be a worthwhile addition to your Curriculum Vitae. In some cases, the placement could lead to a permanent position. It is therefore worth preparing thoroughly for your work experience interview and following the tips given below.

Research the company on their **website**. You will be able to look at the **partners'** profiles and their areas of expertise. Make sure that you are suitably dressed for the interview. This will have a huge impact on the first impression you make. The best **advice** would be to wear smart clothing and to be well groomed. It is **essential** that you arrive in good time for your interview. To ensure that you are as calm as possible, plan your route in advance and remember to take a map. Plan to arrive with time to spare so that you will not be flustered. You must remember, of **course**, to turn off your mobile phone. It would be **disastrous** if it were to ring during your interview.

Aim to appear professional, **enthusiastic**, helpful and willing. Try to anticipate some of the questions you may be asked. These could include:

- (1) "What is it about this position that **particularly** interests you?"
- (2) "Where do you see yourself in five years' time?"
- (3) "**What** are your strengths and do you feel you have any weaknesses?"

INTERVIEW

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"What

7462-323 Level 3 Diploma for Legal Secretaries
7465-323 Level 3 Award in Proof-reading in the Legal Environment
February 2010 Proof-reading Test Answer

Write the correct answers below

You, too, may have some questions to ask, such as:

- (1) "Could you describe a typical day in this role?"
- (2) "What is the next stage in this interview process?"
- (3) "What are the firm's plans for the **future?**"

Try to relax during the interview process. There are no hidden agendas to interviews!

One former legal secretarial student recently visited his former college to speak to the students about his work experience. Because of his enthusiasm and dedication he secured a permanent post on completion of his placement. He explained that his company works closely with other professional advisers (eg **accountants**, bankers, investors, patent **attorneys** and brokers) so therefore there is a lot of opportunity to specialise in a preferred area. He now works in the **firm's** Conveyancing Department, but explained that he had to make a concerted effort to learn the meanings of the partners' technical language. One interesting example he quoted was the use of the word "repair". Whilst he knew that a **tenant** should keep the property being leased in repair, he wasn't aware of the legal argument on the exact difference between:

- in repair,
- in good repair,
- in substantial **repair,**
- in good and substantial repair.

In **practice**, he explained, they all mean that if something in the property is broken, you must mend it. However, he pointed out that obligations to repair can be limited by references to a schedule of **dilapidations** of fair wear and tear and sometimes the law prevents the landlord from enforcing the **covenant**, even if the property is not "in repair".

The former **student's** talk reinforced the importance and value of work experience.

Extra line space

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