



Intermediate Level (Level 2)

Exercise 1: Analysing an Email

Scenario: You receive this complex email from a client asking about various legal aspects of starting a new business. The email includes multiple questions spanning topics from incorporation to intellectual property rights.

Task: Analyse the email and prepare a bullet-point list of the key questions and concerns raised. Determine the tone and context of the email to guide the nature of the response.

Sample Email from Client:

Subject: Several Questions Regarding New Business Startup

Dear [Your Name],

I hope this email finds you well. I am reaching out to gather some initial legal advice on starting my new business, which I've been planning for the past few months. I have a few questions:

What are the legal requirements for incorporating a business in California?

How should I go about protecting the company name and logo? Do I need a trademark?

Are there specific regulations I should be aware of concerning hiring practices?

I'm also curious about any tax considerations I should keep in mind during this early stage.

I would appreciate your guidance on these matters, as navigating the legal aspects of starting a business is quite daunting.

Best regards,

Alex Thompson

Exercise 2: Crafting Responses

Scenario: You are provided with three different emails: one from a senior partner asking for an update on a sensitive case, another from a client expressing dissatisfaction with services, and a third from a colleague requesting support for a community outreach program.

Task:

- **Senior Partner Email:** Draft a formal response providing a detailed update.
- **Client Dissatisfaction Email:** Write a polite and empathetic response addressing the client's concerns and suggesting a meeting to discuss the issues.
- **Colleague Support Email:** Respond with an appropriate level of informality, expressing willingness to help and asking for more details about what is needed.

Sample Emails:

Email from Senior Partner:

Subject: Update Needed on the Johnson Case

Hello [Your Name],

Could you please provide me with the latest update on the Johnson case? It's crucial we stay on top of any developments given the sensitive nature of this case.

Regards,

[Senior Partner's Name]

Email from a Dissatisfied Client:

Subject: Concerns with Our Last Meeting

Dear [Your Name],

I left our last meeting feeling unsure about where things stand with my case. I'm not confident that we're on the right track, and I'm considering looking for advice elsewhere.

I look forward to your response,

[Client's Name]

Email from a Colleague:

Subject: Assistance Needed for Community Outreach

Hey [Your Name],

We're organising a community outreach program and could really use your help. The event is scheduled for next month, and we need volunteers to help with legal advice booths we plan to set up. Your expertise would be invaluable, and it would be great if you could spare some time for this.

Let me know if you're interested and what days might work for you.

Thanks so much,

[Colleague's Name]