**LEGAL WRITING COURSE 2017 Monday 16-17.30**

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**Course material:** handouts

**Recommended literature:**

Garner: Legal Writing in Plain English - online exercises: <http://press-pubs.uchicago.edu/garner/>

Garner: The Redbook – A Manual on Legal Style

Rupert Haigh: Legal English

L.H. Edwards: Legal Writing

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| **DATE** | **TOPIC** | **HOME ASSIGNMENT** |
| 18. Sept. | THE CHARACTERISTICS OF LEGAL ENGLISH; LEGAL TEXT TYPOLOGIES; (1) |  |
| 25. Sept. | PLAIN ENGLISH AND CLEAR WRITING (2)  exercises on language use, cohesion | Simplifying text (press release) to be submitted electronically by 26th February |
| 2. October | ORGANIZING YOUR THOUGHTS, MAKING A DRAFT, ARGUMENTATION (3) |  |
| 9. October | HOW TO MAKE YOUR TEXT COHERENT (4) | Summarizing and structuring text using connectives |
| 16. October | LAWYER-CLIENT COMMUNICATION – EXERCISES ON STYLE AND REGISTER (5) | Rewriting a letter (from informal to formal style) |
| ***Fall break*** | | |
| 6. November | CLIENT-FOCUSED WRITING – ACCURACY AND CLARITY, the letter of advice (6) | Writing a letter of advice |
| 13. November | WRITING PRACTICE: LEGAL CORRESPONDENCE (7) | drafting exercises Haigh or: diplomatic language |
| 20. November | CASE BRIEFS (8) | Writing a case brief |
| 27. November | WRITING PRACTICE: OFFICE MEMO (RESEARCH MEMO) (9) | Writing an office memo |
| 4. December. | DRAFTING CONTRACTS (10) |  |
| 11. December | EVALUATION (12) |  |

**REQUIREMENTS AND MARKING:**

Evaluation is based on active presence during classes, plus FIVE WRITTEN HOME ASSIGNMENTS selected from the six assignments listed below:

**Home assignments** **(5x20 = 100%):**

* Home assignment 1: simplifying a text
* Home assignment 2: summarizing and structuring a text
* Home assignment 3: rewriting a letter from informal to formal style (shifting register)
* Home assignment 4: writing a letter of advice
* Home assignment 5: writing a case brief
* Home assignment 6: writing a memo

Grades (according to the 3-scale grading system) will be determined based on the following scheme:

1-59%: Fail, 60-79%: Sufficient, 80-100%: Excellent

**Note!** As the course involves a lot of **writing tasks** during the lessons and at home, please do not miss more than 2 classes!