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| **Name of the course:** | Legal Writing in English |
| **Level:[[1]](#footnote-1)** | 2-10 |
| **Prerequisites:[[2]](#footnote-2)** | Recommended: intermediate level English proficiency, some experience in written legal texts |
| **Requirement type:[[3]](#footnote-3)** | three-grade evaluation system |
| **Number[[4]](#footnote-4) and type of contact hours:[[5]](#footnote-5)** | **Full-time training:** | **Lecture:** |  |
| **Seminar:** | 2 lessons/week |
| **Part-time training:** | **Lecture:** |  |
| **Seminar:** |  |
| **Credit:[[6]](#footnote-6)** | 2 |
| **Responsible department:** | Department for Foreign Languages |
| **Name of the lecturer:** | Dorka Balogh, PhD |
| **Aim of the course:[[7]](#footnote-7)** | The aim of the course is to help students acquire legal writing skills that serve as a basis for effective written legal communication in English. Students will practice text composition techniques and will become aware of the respective textual features of different legal text types and prototypical legal genres. They will master skills that enable them to simplify complicated legalese; to prepare drafts, extracts and summaries of legal texts; to be able to use linking words that are typical in English legal genres and thus produce coherent texts.By studying the basic elements of professional legal correspondence students will be able to differentiate between registers and tones applied in different communicative situations, and to apply the stylistic and linguistic tools of argumentation and persuasion appropriately. |
| **Outline of the course:[[8]](#footnote-8)** | 1. The characteristics of legal English, legal text typologies, legal genres
2. Coherence in legal texts: organizing your thoughts, making a draft
3. Plain English and Clear Writing
4. Exercises on legal language usage
5. Cohesion in legal texts – discourse markers
6. Lawyer-client communication – exercises on style and register, client focused writing
7. Levels of formality
8. Case briefs
9. The language of private contracts and international treaties
10. Diplomatic style, gender-neutral language
11. Writing a pleading
12. Evaluation
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| **Testing and evaluation:[[9]](#footnote-9)** | Evaluation is based on active presence during the lessons, plus 5 written home assignments. Signature is granted upon the completion of the 5 written assignments and maximum 2 absences. |
| **Course materials:[[10]](#footnote-10)** | Obligatory: handouts for each lesson. Recommended: Garner, Bryan A.: Legal Writing in Plain English. Chicago and London: The University of Chicago Press, 2013; Garner, Bryan A.: The Elements of Legal Style. Oxford University Press, 2002;Haigh, R.: Legal English. London and New York: Routledge, 2012 |

1. **Level:** 1-10: the semester in which the course shall be announced according to the curriculum, or in which it is recommended for students to attend. [↑](#footnote-ref-1)
2. **Prerequisites:** optional. E.g. preconditioned subject(s), subjects to be concurrently signed up; a minimum number of credits completed. [↑](#footnote-ref-2)
3. **Requirement type:** in case of elective course-units („kötvál”): „Mid-term grade (in five-grade system)”; in case of optional course units („szabvál”): „Written assignment (in three-grade system)”. [↑](#footnote-ref-3)
4. **Number and type of classes:** in case of elective course-units („kötvál”) 2 hours/week for full-time students and 3 hours/semester for part-time students. In case of optional course units („szabvál”) 2 hours/week for full-time students and 2 hours/semester for part-time students. [↑](#footnote-ref-4)
5. **Type of contact hours:** in case of elective course-units („kötvál”): „Lecture”; in case of optional course units („szabvál”): „Seminar”. [↑](#footnote-ref-5)
6. **Credit:** 2 credits both in case of elective course-units („kötvál”) and optional course units („szabvál”). [↑](#footnote-ref-6)
7. **Aim of the course:** this is to be outlined in accordance with the qualification requirements. For the Law Master qualification requirements please study *Decree No. 18/2016. (VIII. 5.) EMMI,* Annex 4, Chapter V./2., 7.1.1. and 8.1.1. [↑](#footnote-ref-7)
8. **Outline of the course:** please specify at least 10-12 thematic items. Please don’t assign concrete dates to the different items, but mark them with numbers! [↑](#footnote-ref-8)
9. **Testing and evaluation:** please define how students will be examined and evaluated. Oral exam, written exam or combined exam? Are there any mid-semester requirements to be fulfilled? Is the absence from class sanctioned (and if yes, how)? Are there any partial qualifications? [↑](#footnote-ref-9)
10. **Course materials:** compulsory (and recommended) course materials. [↑](#footnote-ref-10)