**JONY474XA0 Legal Writing in English**

Course Description

Code: JONY474XA0

Name: Legal Writing in English

Original subject name:

Credit: 6 ECTS

Requirement type: Report (three-scale)

Notes:

Responsible lecturer: Balogh Dorka

Organizational unit: JÁK Idegen Nyelvi Lektorátus

Classes per week - Practical: 2

Final requirement:

Preliminary requirement:

Description:

Aim of the course: to acquire legal writing skills that serve as a basis for effective written legal communication. Students will get to know the typical elements of client-focused text composition through the discussion of the theoretical and historical background of the plain English movement and will become aware of the different textual features of legal text types.

Course content: students will practice the skills necessary to prepare drafts, extracts and summaries of legal texts; be able to use connectives typical in legal texts and thus produce coherent texts; learn the basis of business and legal correspondence; be able to differentiate between registers and apply them effectively depending on text type and the communicative situation; apply the stylistic and linguistic tools of argumentation and persuasion.

**LEGAL WRITING COURSE - 2017**

Balogh Dorka [balogh.dorka@jak.ppke.hu](mailto:balogh.dorka@jak.ppke.hu)

**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!