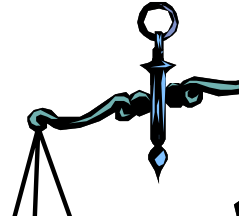


LEGAL WRITING



COURSE SYLLABUS

COURSE TITLE:	Legal Writing for Paralegals
INSTRUCTOR:	Christopher B. Ellison, Esq. 310-882-6239 chrisellison_esq@hotmail.com
REQUIRED RESOURCES:	<i>Basic Legal Writing for Paralegals, 2nd Edition</i> Hope Viner Sanborn and Andrea B. Yelin <i>Bluebook: Uniform System of Citation</i> http://www.legalbluebook.com/
COURSE TERM AND DATE:	Spring 2014
COURSE DESCRIPTION:	This course is designed to instruct students in the understanding and preparation of legal documents related to a law practice. Students will be taken step by step through the methodology of commonly used legal documents. This course will familiarize students with the language and format of legal documents through the use of sample forms and through practical application of classroom discussion to the drafting of documents.
COURSE OBJECTIVES AND EVALUATION METHODS:	After taking this course, the student will be able to: <ol style="list-style-type: none">1. Understand the characteristics and structure of legal writing, common errors made in legal writing, and the importance of detailed writing.2. Create basic legal documents of correspondence, transactions, and memorandums, including the use of correct citation format. <p>These outcomes will be measured through evaluation of various legal writings, some of which will require legal analysis.</p>
INSTRUCTIONAL METHODS:	A combination of lecture and discussion with exercises and assignments to insure comprehension.

**ASSIGNMENTS / REQUIREMENTS /
COMPONENTS OF THE FINAL GRADE:**

- 1) Class participation is critical to the development of concepts and ideas.
- 2) Students will be required to complete three (3) practical writing assignments during the semester. Each assignment will be worth twenty (20) percent of your grade. The Final Examination will be worth twenty (20) percent of your grade. The other twenty (20) percent will be made up of in-class assignments and take home assignments.

GRADING SYSTEM:	90 to 100	A
	80 to 89	B
	70 to 79	C
	60 to 69	D
	Below 60	F

CLASS SCHEDULE

Class 1, Text Chapters 1-2, 6

Introduction to Legal Writing

Review of the Legal System, Research Techniques and Resources and Case Briefing

Assignment: Case Briefs

Class 2, Text Chapter 6 and the Appendix

Citation and Case Briefing

In-Class Citation Exercise

Class 3, Text Chapters 7-9

Overview of Legal Memoranda, Drafting Facts Statements, Conclusions and Issues

Due: Case Briefs. Review Case Briefs

Assignment: Case Briefs and Facts, Issues and Conclusions I and Citation Exercises

Class 4, Text Chapters 8-9

Review Facts, Issues and Conclusions

Due: Facts I and case briefs

Assignment: Facts I rewrite

Class 5, Text Chapters 10-11

Discussion and Analysis of Legal Problems In Written Memoranda
organization, synthesis, application of law to facts, conclusion, IRAC

Due: Facts I rewrite, case briefs

Assignment: Facts 2 burglary, issues and conclusion

Class 6, Text Chapters 12 and Review of Other Chapters

Outlining and Organization

Due: Facts 2 and issues and conclusion

Assignment: Closed Memo Outline and Burglary Discussion

Class 7, Chapters 13 and Review of Other Chapters

Synthesis, Persuasive Writing and Review of Facts II

Due: Burglary Discussion and Closed Memo Outline

Assignment: Closed Memo 1st Draft and Burglary Facts 2 Rewrite

Class 8

Discuss Facts II, burglary discussions and outlines, synthesis

Due: Burglary Facts 2 rewrite

Assignment: Burglary Discussion Rewrite and 1st Draft Closed Memo

Class 9

Synthesis, Organization, Outlining and Persuasive Writing

Due: Closed Memo 1st Draft and Burglary Discussion Rewrite
Assignment: Final Memo (Outline due at class 10)

Class 10

Review Closed Memos and Burglary Discussion Rewrites

Due: Outline for Final Memo

Assignment: Rewrite Closed Memo

Class 11, Text Chapters 12 and 14

Discuss Outlines, Organization and In-House Client Documents

Due: Closed Memo Rewrite

Assignment: Final and deposition abstract and meeting summary

Class 12, Review and Chapter 15

Discuss Closed Memo rewrite. Letter Writing

Due: 1st Draft of Final and deposition abstract and meeting summary

Assignment: Final and Letter Writing Exercises

Class 13 Text Chapter 3-5

Writing Fundamentals, Grammar, Clarity, Sentence Structure, Paragraphs, Active Voice, and Review 1st Drafts of Finals

Assignment: Final and grammar project

Class 14, Text Chapter 15

Fundamentals continued. Review of Letter Writing

Due: Final Rewrite

Assignment: Letter Writing Assignment

Class 15

In-Class Final

Due: Letter Writing

Final