

Effective Legal Writing Skills Workshop
Prof. Belle
Syllabus and Class Assignments

Course Name:	Effective Legal Writing Skills Workshop
Units:	None – Certificate of Completion
Professor:	Louise J. Belle, Esq. ljbelleslettres@gmail.com
Prerequisite:	None
Session:	05/05/14 – 08/11/14
Class Time:	Mondays, 6-8 p.m. or 6-9 p.m. (see weekly details)
Required Reading:	Garner, <i>The Elements of Legal Style</i> (2d ed. 2002), Oxford University Press, ISBN 978-0-19-514162-7. Garner, <i>Legal Writing in Plain English</i> (2001), University of Chicago Press, ISBN 978-0-226-28418-7.
Course Description:	This course will focus on effective skills for all types of legal writing, both objective and persuasive. We will discuss and practice elements of usage and style, including punctuation, grammar, word choice, syntax, paragraph structure, and document organization. Special emphasis will be on brevity, clarity, and structural simplicity.
Class Attendance:	Regular and punctual attendance is essential. Students should plan to attend every class. Students must attend a minimum of 80% of class hours in order to receive the Certificate of Completion. Roll will be taken at each class. Absence for any part of a class will be recorded as an absence for the entire class. <i>Note: Some class sessions are 2 hours and some are 3 hours; students must attend 80% of total class hours.</i>
Class preparation:	Be prepared to discuss readings and written assignments prepared for (and during) each class.
Grading:	Pass/fail, based on class participation (50%) and take-home assignments (50%). Both the quantity and quality of participation will be considered.

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5/05/14 6-8 p.m.	<u>Topics:</u> Introduction; punctuation; grammar <u>Reading:</u> <i>Note: The assigned reading is due on the first day of class.</i> <ul style="list-style-type: none">• Style, Chapter 1 (pp. 1-13)• Plain, Introduction (pp. xvii-xix)• Plain, §§ 49-50 (pp. 143-146)• Style, §§ 2.1-2.12, 4.9 (pp. 15-28, 84-86)• Plain, Appendix A (pp. 147-163)• Style, §§ 2.21-2.28, 7.11-7.12 (pp. 40-52, 198-201)• Plain, §§ 5, 8, 13-14, 36 (pp. 17-19, 24-28, 37-40, 107-112) <u>Assignment:</u> • Punctuation exercise #1 (hand out 5/05, due 5/12)
5/12/14 6-8 p.m.	<u>Topics:</u> Punctuation; grammar <u>Reading:</u> <ul style="list-style-type: none">• Plain, §§ 49-50 (pp. 143-146)• Style, §§ 2.1-2.12, 4.9 (pp. 15-28, 84-86)• Plain, Appendix A (pp. 147-163)• Style, §§ 2.21-2.28, 7.11-7.12 (pp. 40-52, 198-201)• Plain, §§ 5, 8, 13-14, 36 (pp. 17-19, 24-28, 37-40, 107-112) <u>Assignments:</u> <ul style="list-style-type: none">• Punctuation exercise #1 (hand out 5/05, due 5/12)• Punctuation exercise #2 (hand out 5/12, due 5/19)• Grammar exercise #1 (hand out 5/12, due 5/19)
5/19/14 6-8 p.m.	<u>Topic:</u> Grammar <u>Reading:</u> <ul style="list-style-type: none">• Style, §§ 2.21-2.28, 7.11-7.12 (pp. 40-52, 198-201)• Plain, §§ 5, 8, 13-14, 36 (pp. 17-19, 24-28, 37-40, 107-112) <u>Assignments:</u> <ul style="list-style-type: none">• Punctuation exercise #2 (hand out 5/12, due 5/19)• Grammar exercise #1 (hand out 5/12, due 5/19)• Grammar exercise #2 (hand out 5/19, due 6/02)
5/26/14	Holiday No class session
6/02/14 6-9 p.m.	<u>Topic:</u> Grammar <u>Reading:</u> <ul style="list-style-type: none">• Style, §§ 2.21-2.28, 7.11-7.12 (pp. 40-52, 198-201)• Plain, §§ 5, 8, 13-14, 36 (pp. 17-19, 24-28, 37-40, 107-112) <u>Assignments:</u> <ul style="list-style-type: none">• Grammar exercise #2 (hand out 5/19, due 6/02)• Grammar exercise #3 (hand out 6/02, due 6/09)

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- 7/21/14
6-8 p.m.
- Topics: Sentence structure; paragraph structure
- Reading:
- Style, §§ 3.4-3.5, 6.8-6.14 (pp. 62-73, 160-167)
 - Plain, §§ 3, 5-11, 24-27 (pp. 10-13, 17-33, 65-77)
- Assignments:
- Sentence structure exercise #1 (hand out 7/14, due 7/21)
 - Sentence structure exercise #2 (hand out 7/21, due 7/28)
 - Paragraph structure exercise #1 (hand out 7/21, due 7/28)
- 7/28/14
6-8 pm.
- Topics: Paragraph structure; document organization
- Reading:
- Style, §§ 3.3-3.4 (pp. 58-66)
 - Plain, §§ 3-4, 21-27, 32, 34, 43
(pp. 10-16, 55-77, 93-97, 100-105, 125-126)
- Assignments:
- Sentence structure exercise #2 (hand out 7/21, due 7/28)
 - Paragraph structure exercise #1 (hand out 7/21, due 7/28)
 - Paragraph structure exercise #2 (hand out 7/28, due 8/04)
 - Document organization exercise #1 (hand out 7/28, due 8/04)
- 8/04/14
6-8 pm.
- Topics: Paragraph structure; document organization
- Reading:
- Style, §§ 3.3-3.4 (pp. 58-66)
 - Plain, §§ 3-4, 21-27, 32, 34, 43
(pp. 10-16, 55-77, 93-97, 100-105, 125-126)
- Assignments:
- Paragraph structure exercise #2 (hand out 7/28, due 8/04)
 - Document organization exercise #1 (hand out 7/28, due 8/04)
 - Document organization exercise #2 (in class)
- 8/11/14
6-8 pm.
- Topics: Paragraph structure; document organization; review
- Reading:
- Style, §§ 3.3-3.4 (pp. 58-66)
 - Plain, §§ 3-4, 21-27, 32, 34, 43
(pp. 10-16, 55-77, 93-97, 100-105, 125-126)
- Assignments:
- Paragraph structure exercise #3 (in class)
 - Document organization exercise #3 (in class)