



- CLASS NUMBER AND NAME:** PLN310B — Writing for the Legal Professional II
- TOTAL HOURS/UNITS:** 24 hours —2 Units
- PREREQUISITES:** PLN310A & L —Writing for the Legal Professional I and Lab
- TEXTS AND MATERIALS:** *Legal Research, Analysis, and Writing* (5th Ed. 2015) Joanne Banker Hames, Yvonne Ekern (ISBN 9780135109441); *California Style Manual* (4th Ed. 2000). Edward W. Jessen. West Group Publishers, Inc. (ISBN 314233709); *Black's Law Dictionary* (4th Ed. 2011) Brian A. Garner. Thompson West Publishing Company. (ISBN 9780314275448)
- CLASS DESCRIPTION:** The student will continue to explore the legal writing process. The student will learn how to determine whether his or her legal research is completed; how to organize a legal writing project at the completion of his or her legal research; how to write in an organized, succinct, clear manner; and how to edit and revise. The focus of the second half of legal writing is to practice predictive writing through the preparation of a legal memorandum. The student will also practice working on legal correspondence; specifically reviewing opinion letters and writing demand letters.
- CLASS OBJECTIVES:** This course is designed to guide the student through the writing process for paralegals. The student is introduced to the instruments and documents drafted by legal assistants. Predictive writing is explored in great detail. The student will continue to develop the ability to brief cases, articulate legal concepts, and draft documents in a manner reflecting legal analysis.
- REQUIREMENTS:** This is an approximate schedule and is subject to change at the instructor's discretion. The student is responsible for any missed information and handouts due to absences. Homework includes familiarizing yourself to the Calendar and Syllabus, textbook reading assignments, and study guide homework plus diagrams, flashcards, and practice tests all when appropriate to augment learning. The time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the materials and ¼ hour outside of class for each hour of structured lab time.
- CLASS FORMAT OVERVIEW:** Instruction will continue with a combination of lectures, class discussions, group and independent study, and exercise completion. Each week the student will receive reading and

writing assignments. The writing assignments will be reviewed in class and students must be prepared to be called upon in class. One hour of lab time will be provided to allow students the necessary time in which to utilize the law library as necessary, work on in-class assignments, group assignments, and prepare drafts of major writing projects. The instructor is present to answer questions and for review of student work product.

CLASS ATTENDANCE:

It is critical to the student's success to attend class every day. The student's presence for the entire hour is an important demonstration of the concept of professional demeanor and shows respect for the class. Therefore, students will only be marked present when they arrive on time and remain for the entire class session. A student must be present for 80 percent of the class, or she or he will be asked to leave the class and will receive a failing grade in the class.

TESTING:

There are no tests in Legal Writing. All grades will be based upon assignments, homework, and attendance.

GRADING POLICIES:

The student must complete all assigned exercises and coursework. **No late work will be accepted in this class. The student must turn in work by the deadlines given on the attached outline or she or he will receive a "0" on the assignment.**

Weighting of grades is as follows:

100% Homework, Quizzes, Final Exams or Written Papers
(Points will be taken off for absences)

Combined grades from attendance, class participation, quizzes, final exams or written papers, as applicable, will be graded on the following scale:

100 - 90 %	A
89 - 80 %	B
79 - 70 %	C
69 - 60 %	D
Below 60 %	F

ANTICIPATED LEARNING OUTCOMES:

Upon completing this course, the student will:

1. Be able to and review a legal project and consider any potential problem areas prior to drafting a document.
2. Be able to organize and outline a legal memorandum/case brief.

3. Be able to write a clear thesis paragraph, using IRAC principles (Issue, Rule, Analysis/Application, and Conclusion) Understanding the components of the legal memorandum: facts, framing the issues, question presented, analysis of the facts given the law, and conclusion.
4. Understand clear and effective writing by learning the elements of editing and revising specific to legal documents.
6. Be competent at synthesizing statutes and cases.
7. Be competent in drafting legal correspondence such as demand letters, opinion letters, and other types of typical legal correspondence.
8. Understand the importance of refraining from providing legal opinions. Understand the ethical rules regarding keeping the client informed about the case/matter.

PLN310B— Writing for the Legal Professional II

Week	Schedule and Homework	DUE DATES	Classroom Activities
One	<p>Chapter 12 – Basic Writing Tools</p> <p>HW: READ Pages 307 – 318</p> <p>HW: ANSWER Questions for Review 1-5</p> <p>HW: Fallacies Assignment - Handout</p>	<p>Assignments Due: First class, week two</p>	<p><u>Week One:</u> Basic Writing Tools <u>Exercises Handouts:</u> 1) Critical Reading Exercise Group Activity (20 points) 2) Thesis Paragraph Exercise (20 points) 3) Active to Passive Language “to be” worksheet (20 points), Rewriting for Clarity (20 points) (Other legal grammar exercises at the discretion of the instructor, given the needs of the students for review of particular concepts.)</p>
Two	<p>Chapter 12 Continued</p> <p>HW: READ Pages 318 – 330</p> <p>HW: Answer Analysis Assignments Exercise #2 grand jury testimony (100 points)</p> <p>HW: Answer Online Research Exercise #3 – merit briefs (100 points)</p>	<p>Assignments due: First class, week three</p>	<p><u>Week Two</u> Summarizing relevant facts Summarizing the issue <u>Exercises/Handouts:</u> 1) Exercise: Writing a Statement of Facts – (50 points) Rewriting Facts from a case 2) Exercise: Writing an Issue Statement – (20 points)</p>
Three	<p>Chapter 13 Predictive Legal Writing: The Memorandum of Law</p> <p>HW: READ Pages 331 – 360</p> <p>HW: Answer Questions for Review</p>	<p>Assignments due: First class, week four</p>	<p><u>Week Three</u> Writing a Legal Memo Reviewing the IRAC Method for drafting <i>Receive Legal Memo Assignment</i> <i>Handout on Memo of Law/Discuss</i> <u>Exercises/Handouts:</u> 1) Exercise: Legal Research Refresher - (40 points) 2) Exercise: Editing Exercise (20 points) OR The Jurist Exercise (20 points)</p>
Four and Five	<p>Chapter 16 – Legal Correspondence</p> <p>HW: READ Pages 431 – 444</p> <p>HW: Answer Assignments and <u>Exercises</u> Analysis Exercises Exercise 1 and 2 (100 points each)</p>	<p>Assignments due: <u>Legal Memo</u> due by last class, week six (be prepared to go over a draft with your instructor during week five) <u>Opinion</u> and <u>demand</u> letters due first class week 5</p>	<p><u>Weeks Four and Five</u> – Work on legal memo, drafts can be reviewed in rough draft in class all week. Be sure to review your draft with your instructor in class before week six.</p> <p><u>Exercises/Handouts:</u> 1) Exercise: The Demand Letter Handout – (100 points)</p>

Six	HW: Review of handouts and legal writing assignments as covered in last two modules: case briefing, legal memoranda, persuasive writing; last week to review client memo project	Legal Memo due this week by the last day of class	Work on legal memo – drafts can be reviewed in class only this week by the end of the first class or through prior arrangement with the instructor. Legal Memo (250 points)
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ASSIGNMENTS TURNED IN LATE **WILL NOT BE ACCEPTED**. IF YOU MISS AN ASSIGNMENT DEADLINE, YOU WILL RECEIVE NO CREDIT FOR THAT ASSIGNMENT. You will have an opportunity to have one rough draft reviewed by the instructor if you get it to the instructor **BEFORE THE DAY OF THE DUE DATE**. Your instructor may require you to review your drafts with the instructor one-on-one or may allow you to turn in a draft (discuss this with your instructor). *The instructor reserves the right to reconfigure the above with prior notice to the class. The class objectives will be met regardless of the deviation from this outline.*

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