

**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. <a href="mailto:ljbelleslettres@gmail.com">ljbelleslettres@gmail.com</a>
Prerequisite:	None
Session:	05/11/15 – 07/20/15
Class Time:	Mondays, 6:00-9:00 p.m.
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> (2d ed. 2013), University of Chicago Press, ISBN 978-0-226-28393-7.
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 the classes 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.
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.

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

5/11/15	<p><u>Topics:</u> Introduction; punctuation; grammar</p> <p><u>Reading:</u> <i>Note: The assigned reading is due on the first day of class.</i></p> <ul style="list-style-type: none"><li>• Style, Chapter 1 (pp. 1-13)</li><li>• Plain, Introduction (pp. 1-3)</li><li>• Plain, §§ 49-50 (pp. 168-172)</li><li>• Style, §§ 2.1-2.12, 4.9 (pp. 15-28, 84-86)</li><li>• Plain, Appendix A (pp. 173-190)</li><li>• Style, §§ 2.21-2.28, 7.11-7.12 (pp. 40-52, 198-201)</li><li>• Plain, §§ 5, 9, 13, 15, 36 (pp. 24-27, 36-39, 48-50, 53-55, 128-133)</li></ul> <p><u>Assignment:</u></p> <ul style="list-style-type: none"><li>• Punctuation exercise #1 (hand out 5/11, due 5/18)</li><li>• Punctuation exercise #2 (hand out 5/11, due 5/18)</li></ul>
5/18/15	<p><u>Topics:</u> Punctuation; grammar</p> <p><u>Reading:</u></p> <ul style="list-style-type: none"><li>• Style, Chapter 1 (pp. 1-13)</li><li>• Plain, Introduction (pp. 1-3)</li><li>• Plain, §§ 49-50 (pp. 168-172)</li><li>• Style, §§ 2.1-2.12, 4.9 (pp. 15-28, 84-86)</li><li>• Plain, Appendix A (pp. 173-190)</li><li>• Style, §§ 2.21-2.28, 7.11-7.12 (pp. 40-52, 198-201)</li><li>• Plain, §§ 5, 9, 13, 15, 36 (pp. 24-27, 36-39, 48-50, 53-55, 128-133)</li></ul> <p><u>Assignments:</u></p> <ul style="list-style-type: none"><li>• Punctuation exercise #1 (hand out 5/11, due 5/18)</li><li>• Punctuation exercise #2 (hand out 5/11, due 5/18)</li><li>• Grammar exercise #1 (hand out 5/18, due 6/01)</li><li>• Grammar exercise #2 (hand out 5/18, due 6/01)</li></ul>
5/25/15	<p>Holiday                      No class session</p>
6/01/15	<p><u>Topic:</u> Grammar; usage/word choice</p> <p><u>Reading:</u></p> <ul style="list-style-type: none"><li>• Style, §§ 2.21-2.28, 7.11-7.12 (pp. 40-52, 198-201)</li><li>• Plain, §§ 5, 9, 13, 15, 36 (pp. 24-27, 36-39, 48-50, 53-55, 128-133)</li><li>• Style, §§ 2.13-2.20 (pp. 29-40)</li><li>• Style, Chapter 5 (pp. 99-147)</li><li>• Plain, §§ 35, 37 (pp. 125-128, 133-135)</li></ul> <p><u>Assignments:</u></p> <ul style="list-style-type: none"><li>• Grammar exercise #1 (hand out 5/18, due 6/01)</li><li>• Grammar exercise #2 (hand out 5/18, due 6/01)</li><li>• Grammar exercise #3 (hand out 6/01, due 6/08)</li><li>• Usage/word choice exercise #1 (hand out 6/01, due 6/08)</li></ul>

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

6/08/15	<p><u>Topic:</u> Grammar; usage/word choice</p> <p><u>Reading:</u></p> <ul style="list-style-type: none"><li>• Style, §§ 2.21-2.28, 7.11-7.12 (pp. 40-52, 198-201)</li><li>• Plain, §§ 5, 9, 13, 15, 36 (pp. 24-27, 36-39, 48-50, 53-55, 128-133)</li><li>• Style, §§ 2.13-2.20 (pp. 29-40)</li><li>• Style, Chapter 5 (pp. 99-147)</li><li>• Plain, §§ 35, 37 (pp. 125-128, 133-135)</li></ul> <p><u>Assignments:</u></p> <ul style="list-style-type: none"><li>• Grammar exercise #3 (hand out 6/01, due 6/08)</li><li>• Usage/word choice exercise #1 (hand out 6/01, due 6/08)</li><li>• Usage/word choice exercise #2 (hand out 6/08, due 6/15)</li></ul>
6/15/15	<p><u>Topics:</u> Brevity; clarity; simplicity</p> <p><u>Reading:</u></p> <ul style="list-style-type: none"><li>• Style, §§ 3.1-3.2 (pp. 53-58)</li><li>• Style, Chapter 6 (pp. 149-176)</li><li>• Style, §§ 7.7-7.10, 7.13-7.20 (pp. 191-198, 201-219)</li><li>• Plain, §§ 5, 12, 14, 16-20 (pp. 24-27, 44-48, 50-53, 55-65)</li></ul> <p><u>Assignments:</u></p> <ul style="list-style-type: none"><li>• Usage/word choice exercise #2 (hand out 6/08, due 6/15)</li><li>• Brevity/clarity/simplicity exercise (hand out 6/15, due 6/22)</li></ul>
6/22/15	<p><u>Topic:</u> Sentence structure</p> <p><u>Reading:</u></p> <ul style="list-style-type: none"><li>• Style, §§ 3.5, 6.8-6.14 (pp. 66-73, 160-167)</li><li>• Plain, §§ 5-11 (pp. 24-43)</li></ul> <p><u>Assignments:</u></p> <ul style="list-style-type: none"><li>• Brevity/clarity/simplicity exercise (hand out 6/15, due 6/22)</li><li>• Sentence structure exercise #1 (hand out 6/22, due 7/06)</li><li>• Sentence structure exercise #2 (hand out 6/22, due 7/06)</li></ul>
6/29/15	No class session
7/06/15	<p><u>Topics:</u> Sentence structure; paragraph structure</p> <p><u>Reading:</u></p> <ul style="list-style-type: none"><li>• Style, §§ 3.4-3.5, 6.8-6.14 (pp. 62-73, 160-167)</li><li>• Plain, §§ 3, 5-11, 24-27 (pp. 16-19, 24-43, 81-94)</li></ul> <p><u>Assignments:</u></p> <ul style="list-style-type: none"><li>• Sentence structure exercise #1 (hand out 6/22, due 7/06)</li><li>• Sentence structure exercise #2 (hand out 6/22, due 7/06)</li><li>• Paragraph structure exercise #1 (hand out 7/06, due 7/13)</li><li>• Paragraph structure exercise #2 (hand out 7/06, due 7/13)</li></ul>

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

- 7/13/15
- Topics: Paragraph structure; document organization
- Reading:
- Style, §§ 3.3-3.4 (pp. 58-66)
  - Plain, §§ 3-4, 21-27, 32, 34, 43  
(pp. 16-23, 69-94, 112-116, 120-125, 148-150)
- Assignments:
- Paragraph structure exercise #1 (hand out 7/06, due 7/13)
  - Paragraph structure exercise #2 (hand out 7/06, due 7/13)
  - Paragraph structure exercise #3 (in class, 7/13)
  - Document organization exercise #1 (hand out 7/13, due 7/20)
  - Document organization exercise #2 (hand out 7/13, due 7/20)

- 7/20/15
- Topic: Document organization
- Reading:
- Style, §3.3 (pp. 58-62)
  - Plain, §§ 4, 21-23, 32, 34, 43  
(pp. 20-23, 69-81, 112-116, 120-125, 148-150)
- Assignments:
- Document organization exercise #1 (hand out 7/13, due 7/20)
  - Document organization exercise #2 (hand out 7/13, due 7/20)
  - Document organization exercise #3 (in class, 7/20)
  - Rewriting exercise (in class, 7/20)