

Effective & Persuasive

Legal Writing

- **Understand Your Audience**
- **Structure Your Document Clearly**
- **Be Concise & Direct**
- **Incorporate Strong Topic Sentences**
- **Use Persuasive Language**
- **Maintain Legal Accuracy**
- **Edit & Revise Thoroughly**
- **Utilize Examples & Anecdotes**

Effective Legal Writing

Kevin J. Fandl



Effective Legal Writing:

Effective Legal Writing Nichola Corbett-Jarvis, Brendan Grigg, 2016-12-16 This practical student focused text introduces writing skills essential for successful study in law and explains how to apply them in a legal context It is designed as a course book for first year law students with ongoing relevance as a resource in subsequent years at law school and beyond Basic literacy legal literacy and writing skills are explored in a way that is fully integrated into legal content reflecting current pedagogical best practice The text assists students to develop sound legal writing skills providing a solid foundation to enhance performance in professional legal writing tasks It includes many examples case studies and exercises and is supported by extensive online resources for lecturers The second edition of this text offers expanded examples and explanations of the types of legal writing required of both students and professionals Features Basic literacy legal literacy and writing skills are explored in a way that is fully integrated into legal content Contains many examples case studies opportunities for revision questions and exercises Revised and extended to include many new examples Contributes the achievement of the attributes identified by the Australian Teaching and Learning Council ALTC threshold learning outcomes TLO for law in particular TLO 5 Communication and collaboration Extensive suite of lecturer and student online ancillary resources Related Titles Bott Talbot Stokes Nemes and Coss *Effective Legal Research* 5th ed 2012 Cook Creyke Geddes Hamer Taylor *Laying Down the Law* 9th ed 2015 Meehan Tulloch LexisNexis Guides *Grammar for Lawyers* 3rd ed 2013 Stuhmcke LexisNexis Guides *Legal Referencing* 4th ed 2013 **EFFECTIVE LEGAL WRITING CORBETT-JARVIS & GRIGG., 2020** **Effective Legal Writing** Nichola Corbett-Jarvis, Brendan Grigg, 2016 **Clear and Effective Legal Writing** Veda Charrow, Myra K. Erhardt, Robert Charrow, 2007 In its Fourth Edition *Clear and Effective Legal Writing* continues to give students a classic introduction to legal analysis and legal writing Concise and accessible the text focuses on memo and brief writing while reinforcing key writing skills This proven teaching tool provides the student with excellent examples and numerous skill honing exercises **Clarity for Lawyers** Mark Adler, 2007 Guiding the reader through the pitfalls of legal writing Adler explains how to prevent ambiguity and mistakes therefore saving time and getting the message across effectively *The Lawyer's Book of Rules for Effective Legal Writing* Thomas R. Haggard, 1997 This booklet is not intended to be a comprehensive manual on style usage or punctuation It is a quick reference guide to help lawyers and law students avoid the most common legal writing mistakes **Effective Legal Writing** Douglas E. Abrams, 2016 Softbound New softbound print book **Effective Legal Writing Guide** United States Accounting Office (GAO), 2018-06-05 *Effective Legal Writing Guide* **EFFECTIVE LEGAL WRITING**, 2018 *The Law Students' Guide to Effective Legal Writing* Edward H. Telfeyan, 2024 This textbook will serve as a valuable supplement for students who are struggling with the intricacies and nuances of the drafting of legal documents The book's primary focus is on the typical predictive memos and persuasive briefs that are fundamental documents produced by practicing attorneys The book covers the basic skills of legal

writing in the use of the CREAC and C RAC paradigms that are the source of initial confusion and difficulty for many beginning law students In particular the substantive organization of legal documents the effective use of paragraphs the proper identification of issues and rules the value of fully formed headings and concisely stated rule statements the importance of thorough research and accurate citations and the importance of correct grammar and punctuation are explained in text and with examples The main thesis is drawn from the author s White Glove Inspection which is a ten step proofreading system that isolates each of the necessary writing skills to ensure the production of an error free reader friendly legal document Thus every aspect of grammar and punctuation that can otherwise plague a legal writer is explained from the identification of every punctuation mark to the grammatical parts of a sentence The Law Students Guide to Effective Legal Writing also presents ways for students to understand the logic of legal reasoning with tools like the jigsaw puzzle of the law the mirror image approach and the A B C conceptualization of the CREAC paradigm Terms like the next case and no spare parts enliven the text and provide students with ways to appreciate the beauty of the perfectly written legal analysis

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and Legal Writing Richard K. Neumann, 1998 A revision of Neumann's very successful basic legal writing text this edition continues to give a strong foundation in legal analysis and to writing while refining and further improving the text based on user's responses The text focuses on constructing a proof of a conclusion of law and teaches format style and grammar alongside the reasoning skills Chapter 9 How to Organize Proof of a Conclusion of Law Is widely regarded as the best explanation of this topic in any legal writing text The goal is to help students learn how to make writing decisions based on the need to prove analysis Of special interest are chapters on client interviewing and client letters sample client letters An updated citation quotation chapter to reflect changes in the 16th Edition of the Blue Book sections that show students how to convert their raw materials into an organized first draft and explanations on the process of writing in detail and in many contexts Combining clear readable text with effective sample documents and exercises Neumann has succeeded in creating a sophisticated yet accessible text carefully crafted for beginning legal writers Table of Contents Preface Acknowledgments PART I INTRODUCTION TO LAW AND ITS STUDY 1 An Introduction to American Law 1 1 the Origin of Common Law 1 2 How American Courts Are Organized 1 3 an Overview of the Litigation Process 1 4 the Importance of Understanding Procedure 1 5 the Adversary System 2 Rule Based Reasoning 2 1 the Inner Structure of a Rule 2 2 Organizing the Application of a Rule 2 3 Some Things to Be Careful About with Rules 2 4 Causes of Action and Affirmative Defenses 2 5 Where Rules Come From Sources of Law 3 An Introduction to Judicial Opinions 3 1 the Anatomy of an Opinion 3 2 the Interdependence Among Facts Issues and Rules 4 Briefing Cases 4 1 Introduction 4 2 How to Brief a Case PART II INTRODUCTION TO LEGAL WRITING 5 The Art of Legal Writing 5 1 the Language as a Professional Tool 5 2 Your Writing and Your Career 5 3 Predictive Writing and Persuasive Writing 5 4 the Art Forms of Legal Writing 6 The Process of Writing 6 1 Writing in Four Stages 6 2 Analyzing 6 3 Organizing 6 4 the First Draft 6 5 Rewriting 6 6 Some General Advice about Writing PART III OFFICE MEMORANDA 7 Office Memoranda 7 1 Office Memorandum Format 7 2 Writing an Office Memorandum 8 Initially Obtaining the Facts Client Interviewing 8 1 Introduction 8 2 Lawyers and Clients 8 3 How to Interview 9 Predictive Writing 9 1 How to Predict 9 2 How to Test Your Writing for Predictiveness 10 How to Organize Proof of a Conclusion of Law 10 1 A Paradigm for Structuring Proof 10 2 Why Readers Prefer This Type of Organization 10 3 How to Vary the Paradigm to Suit Your Needs 10 4 How to Start Working with the Paradigm 10 5 How to Test Your Writing for Effective Organization 11 Selecting Authority 11 1 Introduction 11 2 the Hierarchy of Authority 11 3 How Courts Use Dicta 11 4 How Courts React to Foreign Precedent 11 5 How to Use Foreign Precedent and Other Nonmandatory Authority to Fill a Gap in Local Law 11 6 How to Select Nonmandatory Precedent 11 7 How to Work Effectively in the Library 12 Working with Precedent 12 1 Eight Skills for Working with Precedent 12 2 Formulating a Variety of Rules from the Same Precedent 12 3 Analogizing and Distinguishing 12 4 Eliciting Policy from Precedent 12 5 Synthesis and Reconciliation 12 6 Testing for Realism and Marketability 12 7 Pulling it All Together 13 Working with Statutes 13 1 Ten Tools of Statutory Interpretation 13 2 How to Pull Together

Statutory Analysis Before **Lost in Translation** Kevin J. Fandl, 2013 A globalized law market necessarily implies cross border legal communications Whether it is a non U S attorney providing legal guidance to a U S firm or an English speaking client located overseas receiving that advice directly there is a rapidly growing need for foreign legal practitioners to communicate their legal ideas in English It is essential that this advice be communicated effectively so as to maintain the meaning of their words and to properly counsel their client or colleague Mistakes in translation grammar style and form may not only misconstrue the intended advice they can lead to unwanted actions and even frustration of the intent of the guidance The focus of *Lost in Translation Effective Legal Writing for the International Legal Community* is on providing clear solutions to common errors present in the legal writing of foreign legal practitioners and law students This book is designed in an accessible format with samples of legal correspondence contracts case briefs and citations to allow the reader to obtain thorough explanations and clear guidance for all of their drafting needs **Successful Legal Writing** Edwina Higgins, Laura Tatham, 2006 No further information has been provided for this title Nemes and Coss' Effective Legal Research, 8th Edition and Effective Legal Writing: a Practical Guide, 3rd Edition (Bundle) LexisNexis Butterworths, 2021-10-30 Nemes Coss Effective Legal Research 8th edition A current comprehensive and informative approach to legal research Effective Legal Writing A Practical Guide 3rd edition A clear accessible and practical guide to the skill of legal writing *Effective Legal Writing: a Practical Guide, 2nd Edition and Legal Problem Solving and Syllogistic Analysis: a Guide for Foundation Law Students (Bundle)* LexisNexis Butterworths, 2016-11-29 Effective Legal Writing A Practical Guide 2nd edition This practical book introduces law students to essential writing skills and explains how they are applied in a legal context It is designed as a course book for first year law students with ongoing relevance as a resource in subsequent years at law school and beyond Basic literacy legal literacy and writing skills are explored in a way that is fully integrated into legal content reflecting current pedagogical best practice Legal Problem Solving and Syllogistic Analysis A Guide for Foundation Law Students This innovative book explains the use of the syllogism as the foundation for all legal deductive logic in problem solving a skill essential to successful law study and practice

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