#### PLS 52 Course Outline as of Fall 2019

# **CATALOG INFORMATION**

Dept and Nbr: PLS 52 Title Full Title: Legal Writing Last Reviewed: 5/14/2018

Title: LEGAL WRITING

Units		<b>Course Hours per Week</b>		Nbr of Weeks	<b>Course Hours Total</b>	
Maximum	3.00	Lecture Scheduled	3.00	17.5	Lecture Scheduled	52.50
Minimum	3.00	Lab Scheduled	0	6	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	3.00		Contact Total	52.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 105.00

Total Student Learning Hours: 157.50

Title 5 Category:	AA Degree Applicable
Grading:	Grade Only
Repeatability:	00 - Two Repeats if Grade was D, F, NC, or NP
Also Listed As:	
Formerly:	

### **Catalog Description:**

Students use legal research skills to draft legal correspondence, case briefs, legal memoranda, pleadings, motions, and other documents. The course emphasizes construction of clear, concise, and well-organized legal instruments.

**Prerequisites/Corequisites:** Course Completion or Current Enrollment in PLS 50, PLS 51 and BGN 71

**Recommended Preparation:** 

**Limits on Enrollment:** 

### **Schedule of Classes Information:**

Description: Students use legal research skills to draft legal correspondence, case briefs, legal memoranda, pleadings, motions, and other documents. The course emphasizes construction of clear, concise, and well-organized legal instruments. (Grade Only) Prerequisites/Corequisites: Course Completion or Current Enrollment in PLS 50, PLS 51 and BGN 71 Recommended:

# **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

AS Degree: CSU GE:	Area Transfer Area	l	Effective: Effective:	Inactive: Inactive:	
<b>IGETC:</b>	Transfer Area			Effective:	Inactive:
CSU Transfer	: Transferable	Effective:	Spring 2010	Inactive:	
UC Transfer:		Effective:		Inactive:	

## CID:

## **Certificate/Major Applicable:**

Major Applicable Course

# **COURSE CONTENT**

### **Student Learning Outcomes:**

At the conclusion of this course, the student should be able to:

- 1. Apply effective legal writing mechanics and drafting techniques.
- 2. Employ accurate grammar, spelling, and punctuation in preparing legal documents.
- 3. Draft documents such as case briefs and legal office memoranda, motions and legal correspondence, while citing legal resources and laws.

## **Objectives:**

At the conclusion of this course, the student should be able to:

- 1. Compose demand letters.
- 2. Compose general legal correspondence.
- 3. Draft pre-trial, trial, and discovery motions.
- 4. Prepare Memoranda of Points and Authorities.
- 5. Draft case briefs and legal memoranda.
- 6. Organize writing to produce an effective product.
- 7. Review, revise, and proofread documents effectively.

# **Topics and Scope:**

- I. Mechanics of Writing
  - A. Grammar
  - B. Spelling
  - C. Punctuation
- **II.** Writing Strategies
  - A. Prewriting
  - **B.** Precision
  - C. Clarity
  - D. Readability
  - E. Brevity
  - F. Order

- G. Drafting techniques
- III. Legal Correspondence
  - A. Elements of letters
  - B. General correspondence
  - C. Demand letters
  - D. Opinion letters
- IV. Case Briefs
  - A. Case reading strategies
  - B. Format
  - C. Writing content
- V. Legal Memoranda
  - A. Objectives
  - B. Format
  - C. Writing content
- VI. Drafting Motions
  - A. Types of motions
  - B. Elements of motions
  - C. Memoranda of Points and Authorities
  - D. Writing content
- VII. Post-Writing Steps
  - A. Proofreading
  - B. Reviewing and revising
  - C. Polishing the document
- VIII. Internet Resources for the Legal Writer

## Assignment:

- 1. Read textbook and outside sources of approximately 50 pages per week
- 2. Study and memorize legal terminology
- 3. Draft general correspondence, demands, and opinion letters
- 4. Write citations to resources found
- 5. Compose case briefs
- 6. Compose legal memoranda
- 7. Draft elements of motions
- 8. Draft Memoranda of Points and Authorities
- 9. Midterm and Final Exam

# Methods of Evaluation/Basis of Grade:

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Written homework composed of legal writing

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Research procedural and substantive law

Writing 60 - 80%

#### Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

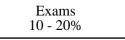
**Skill Demonstrations** None 0 - 0% Exams: All forms of formal testing, other than skill performance exams. Exams Midterm and final 10 - 20% **Other:** Includes any assessment tools that do not logically fit into the above categories.

Attendance and participation

## **Representative Textbooks and Materials:**

Legal Research and Writing for Paralegals, by Deborah Bouchoux, Aspen Publishing, 7th edition, 2014.

California Style Manual, by Edward W. Jessen, West Publishing, 4th edition, 2000 (classic in field).



Other Category 5 - 15%