LEGAL ANALYSIS AND WRITING I
ASSIGNMENT SCHEDULE
FALL TERM, 2016

REQUIRED MATERIALS:

3. Course Packet (purchased at the Bookstore)

ASSIGNMENT DUE DATES:

1. Email Assignment, due Monday, September 5, at noon.
2. IRAC Exercise, due Monday, September 19, at noon.
3. Discussion Section Assignment, draft due on Friday, October 7, at noon.
4. Final draft of Discussion Section Assignment due one week after your conference, at noon.
5. Office Memorandum Assignment, draft due on Friday, November 11, at noon.
6. Final draft of the Office Memorandum Assignment due one week after your conference with your Dean’s Fellow, at noon.

CLASS TOPICS AND ASSIGNMENTS:

WEEK ONE – AUGUST 29 and 31

Lecture (Monday)
Goals of the Course
Course Packet, pp. 1-11.
Principles of Good Legal Writing
Wydick, Plain English, pp. 3-6.
Explain Email Assignment
Course Packet, pp. 12-17.

Workshop (Wednesday)
Discuss the Email Assignment
Omit Surplus Words
Wydick, Plain English, pp. 7-17.
Course Packet, pp. 18-19.

Email Assignment is due on Monday, September 5, at noon (email your Dean’s Fellow with your answer).
WEEK TWO – SEPTEMBER 5 and 7

NO CLASS ON MONDAY, SEPTEMBER 5 (LABOR DAY)

Workshop (Wednesday)
First Citation Workshop (bring your Bluebook)

WEEK THREE – SEPTEMBER 12 and 14

Lecture (Monday)
Legal Organization and IRAC
Course Packet, pp. 20-28.
IRAC Exercise
Course Packet, pp. 29-34
Document Design
Course Packet, page 35.

Workshop (Wednesday)
Discuss IRAC Exercise
Use Base Verbs, Not Nominalizations
Wydick, Plain English, pp. 23-25.
Course Packet, page 36.

IRAC Exercise due on Monday, September 19, at noon. Two-page limit.

WEEK FOUR – SEPTEMBER 19 and 21

Lecture (Monday)
Effective Paragraphing
Course Packet, pp. 37-41
Use the Active Voice
Wydick, Plain English, pp. 27-32.
Course Packet, page 42.

Workshop (Wednesday)
Second Citation Workshop (bring your Bluebook)
WEEK FIVE – SEPTEMBER 26 and 28

Lecture (Monday)
  Introduce the Discussion Section Assignment
    Course Packet, pp. 43-59.
  Use Short Sentences; Avoid Wide Gaps Between the Subject, the Verb, and the Object
    Course Packet, page 60.

Workshop (Wednesday)
  Brainstorm Session on Discussion Section Assignment

WEEK SIX – October 3 and 5

Lecture (Monday)
  Discuss Discussion Section Assignment
    Signposting
      Course Packet, pp. 61-72.
    Readability Test
      Course Packet, pp. 73-74.

Workshop (Wednesday)
  Outlining the Discussion Section

Discussion Section Assignment is due on Friday, October 7, at noon. Five-page limit.

WEEK SEVEN – OCTOBER 10 and 12

NO CLASS ON MONDAY, OCTOBER 10 (FALL BREAK)

NO WORKSHOP ON WEDNESDAY, OCTOBER 12 (conference with your Dean’s Fellow on your draft Discussion Section Assignment)

The final draft of the Discussion Section is due one week after your conference, at noon.
WEEK EIGHT – OCTOBER 17 and 19

Lecture (Monday)
   Elements of an Office Memorandum
       Course Packet, pp. 75-78; review pp. 180-84 (Sample Office Memo)
   Standing, An Introduction
       Course Packet, pp. 91-96.
   Arrange Your Words with Care
       Course Packet, page 97.

Workshop (Wednesday)
   Third Citation Workshop (bring your Bluebook)

WEEK NINE – OCTOBER 24 and 26

Lecture (Monday)
   Introduce the Office Memorandum Assignment
       Course Packet, pp. 98-129.
   Choose Your Words with Care
       Wydick, *Plain English*, pp. 55-64.

Workshop (Wednesday)
   Outlining the Discussion Section of the Office Memorandum

WEEK TEN – OCTOBER 31 and November 2

Lecture (Monday)
   Continue Discussion of Office Memorandum Assignment
       Citation Parentheticals
       Course Packet, pp. 130-34.

Lecture (Wednesday) (Wednesday, November 2, follows the Monday class schedule)
   Is Standing Necessary?
       Course Packet, pp. 135-46.
   Avoid Language Quirks
       Wydick, *Plain English*, pp. 69-75.
       Course Packet, page 147.
WEEK ELEVEN – NOVEMBER 7 and 9

Lecture (Monday)
Discuss Questions Presented and Brief Answers
Course Packet, pp. 78-84.
Quotation Marks
Course Packet, pp. 148-55.

Workshop (Wednesday)
Draft Questions Presented and Brief Answers for the Office Memorandum Assignment and bring them to class.

Office Memorandum Assignment is due on Friday, November 11, at noon. Seven-page limit.

WEEK TWELVE – NOVEMBER 14 and 16

Lecture (Monday)
Punctuation
Wydick, Plain English, pp. 81-100.
Course Packet, pp. 156-58.

NO WORKSHOPS ON WEDNESDAY, NOVEMBER 16
Conference with your Dean’s Fellow on Office Memorandum

WEEK THIRTEEN – NOVEMBER 21 and 23

Lecture (Monday)
Advanced Legal Writing--Metaphor
Course Packet, pp. 159-79.

NO WORKSHOPS ON WEDNESDAY, NOVEMBER 23
Conference with your Dean’s Fellow on Office Memorandum

The final draft of the Office Memorandum is due one week after your conference at noon.

WEEK FOURTEEN – NOVEMBER 28 and 30

Lecture (Monday)
Summative Assessment (Ungraded)

Workshop (Wednesday)
Last class/Evaluations