The difference between the right word and the almost right word is the difference between lightning and a lightning bug."

--- Mark Twain

SYLLABUS

Required Text

Elizabeth Fajans, Writing for Law Practice (3d ed. Foundation Press 2015)

Learning Objectives

In this course you will learn writing skills essential to the practice of transactional, in-house, and litigation attorneys. In addition to letters, memoranda and emails, we will focus on conciseness, clarity and organization in writing, along with grammar, punctuation, form and tone appropriate for the intended audience.

* Please complete and be prepared to discuss assigned Exercises in class.
**The final draft of the Memorandum of Law will determine your final grade.
***Please be advised that a third instance of having failed to do so will result in a reduction of ½ of your final grade.

Class Schedule and Assignments

Week 1-

1/10 Monday: Fajans, Ch. 5, Basic Skills; Clarity, pp. 145-163; complete Ex. 5.1, p.151; Ex. 5.2 (A) 4,5,7, P. 156; (B), p. 157.

1/12 Wednesday: Fajans, pp. 151-181, Clear Sentences (B)4, Clear Paragraphs (C), pp. 164-180; complete Ex. 5.1, #1-10 pp. 151-152; Ex. 5.4, 1-7, pp. 163-164; Ex. 5.5, p.171; Ex. 5.6, pp. 180-181.

Week 2-

1/17 Monday: MLK Jr. Birthday, no class

1/19 Wednesday: Fajans, Ch. 11, pp. 385-422; complete Ex. 11.1(A) #1-10, pp. 401-402; Ex. 11.3 (A), (B) and (C), pp. 416-417.
Week 3-

1/24 Monday: Fajans, complete Ex. 11.6 (A), pp. 420-421; Will do Ex. 11.6 (B) and (C), pp. 421-422 during class time.

1/26 Wednesday: Fajans, Chapter 7, “Letters”, pp. 229-237 Complete cover letter, Ex. 7.1, p.238; In-class cover letter exercises. Email me cover letter by midnight Tuesday 1/25

Week 4-

1/31 Monday: Fajans, pp. 238- 245; Assignment 7.1, advice letter, p. 247. Email me advice letter by midnight 1/30 Sunday.

2/2 Wednesday: Complete advice letter, Ex. 7.2, pp. 246-247. Email me advice letter no later than midnight Tuesday 2/1

Week 5:

2/7 Monday: Fajans, pp. 248-252; In-class demand letter exercises

2/9 Wednesday: Complete demand letter; Ex. 7.3, pp. 252-253. Email me demand letter no later than 12PM on Tuesday 2/8

Week 6:

2/14 Monday – Bluebook exercises. Please bring THE BLUEBOOK A Uniform System of Citation to class.

2/16 Wednesday- Fajans, Email, pp.259-261, pp. 291-293; In-class e-mail exercises.

Week 7-


2/23 Wednesday - Fajans, Ch. 8, Question Presented or Issue, pp. 271-276, complete Ex. B(1-4), tell me which is best “Question Presented” and why, p.275-276. In-class Ex. 8.3-8.4, p.275-276.

Week 8-

2/28 Monday- Fajans, Short Answer, Conclusion, pp. 276-279; Discussion, pp. 279-282; pp. 285-290; C. Sample Memo, p.285, identify the purpose of each paragraph (identify Topic sentences and IRAC). Be ready to discuss “General to Specific” approach.

3/2 Wednesday-. Fajans, pp. 299-303; Assignment 8.2, p. 300, rewrite the “D. Reasonable Time” Section. Email me Rewrite no later than midnight on Tuesday 3/1

**Wednesday 3/9** - Fajan, Persuasive Analysis, pp. 204-222


The outline will be the basis of your writing in an interoffice Memorandum of Law. Use the following legal authorities: Kan Stat.Ann. Secs.38-101, 38-123(b), 32-123(b); Younts v. St. Francis Hospital and School of Nursing, 469 P.2d 330, 337 (Kan.1970); Bonner v. Moran, 126 F.2d 121 (D.C.Cir.1941); Cardwell v. Bechtel, 724 S.W.2d 739 (Tenn. 1987), Bakker v. Welsh, 108 N.E. 94 (Mich. 1906). We will review and discuss Memo outlines in class.

**Email me outline no later than midnight on Sunday 3/13.**

**Wednesday 3/16** - Read pp. 265-300, Office Memoranda, Pay particular attention to (“Question Presented”, “Facts”, “Discussion” and “Conclusion”).

Week 11- **Spring Break March 21-27.**

Week 12- **Monday 3/28** - Prepare first draft Memo. First draft and final Memo should: contain maximum 7 pages total, Times New Roman 12.pt.font, and single space. **Email me first draft no later than Sunday midnight 3/27**

**Wednesday 3/30** - In-class exercises

Week 13- **Monday 4/4** – In-class exercises. **I return First draft Sunday 4/3.**

**Wednesday 4/6** - In-class exercises.

Week 14- **Monday 4/11** - In-class exercises.

**Email me Final draft Memo no later than Sunday 4/10.**

**Wednesday 4/13** - In-class exercises.

Week 15- **Monday 4/18** – In-class exercises.