

Legal Writing I

University of Florida Levin College of Law

Fall Semester Syllabus, Law 5792 23844, 2 Credits

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Office Hours: Monday, Wednesday

12:00 to 3:00 pm in Person

And by Appointment in Person or Online

Monday 3:30-4:25 p.m., Wednesday 11:00-11:55 a.m.

HH283

I. Course Description

Legal Writing I is the first half of a two-part course. The course includes emphasis on written legal analysis and preparation of predictive legal memoranda.

II. Course Objectives and Student Learning Outcomes

The primary objective of this 2-credit course is to teach you how to perform a rigorous analysis of a legal problem and express that analysis effectively in writing.

If you devote yourself to doing the best work you can, at the end of the semester you should be able to:

Demonstrate an understanding of the U.S. legal system and how lawyers use law to advise clients and resolve legal problems:

- Apply ethical and professional obligations in crafting your written work;
- Identify legal issues affecting a client's situation;
- Review facts and evaluate their relevance to a client's legal situation;

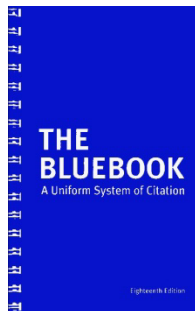
- Analyze, interpret, and use statutes and case law to construct legal arguments;
- Apply legal rules to relevant client facts, analogizing and distinguishing precedent;
- Write an analysis of a legal issue predicting its outcome;
- Use effective organizational techniques;
- Write effective topic sentences, transitions, and paragraphs;
- Write precisely, clearly, and concisely;
- Use good grammar, syntax, punctuation, and document format;
- Use legal citation correctly; and
- Revise, edit, and proofread your legal writing.

Note: You will learn how to conduct legal research in a separate course. However, your research professor and I will collaborate, and one of your research exercises will require you to locate authority to use in a memorandum for my class. We will provide more details as they become relevant.

III. Required Reading Materials



A Lawyer Writes: A Practical Guide to Legal Analysis by Christine Coughlin, Joan Malmud Rocklin and Sandy Patrick.



The Bluebook: A Uniform System of Citation (21st ed.)



McKinney and Rose, Core Grammar for Lawyers (Online)

LEXISNEXIS® INTERACTIVE CITATION WORKSTATION

LexisNexis, Interactive Citation Workstations (Online: see instructions below; included in your LexisNexis subscription)

We will use asynchronous learning tools during the semester, including but not necessarily limited to Core Grammar for Lawyers, Fourth Edition, and the Lexis/Nexis Interactive Citation Workstations (ICWs).

Core Grammar: To pass the class, you must satisfactorily complete the Core Grammar pre-test and every module for which you do not “test out” in the pre-test. Please note that Core Grammar has a post-test as well; you will be required to complete that post-test with a minimum score of 85.

How to get Core Grammar:

1. Go to <https://coregrammarforlawyers.com/> in your browser.
2. Complete the form and be sure to select "FL" for your state and "University of Florida - F. G. Levin College of Law" for your school.
3. On the payment page, enter "**UFLL2023**" in to the Access Code field. Your discounted price will appear immediately. You need to purchase a one-year subscription.
4. Enter your credit card information below, verify the purchase, and continue on to create your Core Grammar for Lawyers account.
5. To activate your subscription, enter this exact Class Code (which is unique for our section): "**323-072-4834**."
6. You will be able to start using CGL immediately. However, before we meet for Week 2 of classes, you should take the Pre-Test (available on a link from the home page or “Bookshelf”).

Interactive Citation Workstations (ICWs):

In addition, you are assigned four ICW exercises, which are designed to help you learn proper Bluebook citation style. This is standard American legal citation, but beware: each state's court system has its own rules for citation as well, which are not covered in the ICWs. For that reason, you will complete the ICWs as well as have a few in-class lessons, and a "quick-reference" sheet, to familiarize you with Florida's rules. Points awarded for completing ICWs are found in a later section of this syllabus.

I would also recommend that you purchase Black's Law Dictionary.

IV. Course Expectations and Grading Evaluation

There are two major writing assignments in this course: the first is due in mid-semester, while the final assignment is due towards the end of the semester. We will review and critique your submitted assignments, and you will usually have the opportunity to revise your assignments.

Your grade in the class will be determined primarily by your performance on your final writing assignment. This assignment will serve as your 'final exam', and will offer you the opportunity to apply the skills you develop during the course.

Timely and satisfactory performance in all class activities and interim assignments is also required. Thus, 50% of your grade is based on the final project, 30% on the second written memo, and 20% on your timely and satisfactory performance on all other written assignments, in-class quizzes, citation and grammar exercises, writing conferences, as well as on your class participation.

Class Participation	
Home Work Assignments	
Case Illustration	10 pts
Discussion Section	10 pts
Legal Memo	20 pts
Client Letter	10 pts
Final Project	50 pts

III. Class Attendance Policy

Attendance in class is required by both the ABA and the Law School. Attendance will be taken at each class meeting. Students are allowed 4 absences during the course of the semester. Students are responsible for ensuring that they are not recorded as absent if they come in late. A student who fails to meet the attendance requirement will be dropped from the course. The law school's policy on attendance can be found [here](#).

IV. Other UF College of Law Policies

UF LEVIN COLLEGE OF LAW STANDARD SYLLABUS POLICIES: Other information about UF Levin College of Law policies, including compliance with the UF Honor Code, Grading, Accommodations, Class Recordings, and Course Evaluations can be found at this link: <https://ufl.instructure.com/courses/427635/files/74674656?wrap=1>.

V. ABA Out-of-Class Requirements

ABA Standard 310 requires that students devote 120 minutes to out-of-class preparation for every “classroom hour” of in-class instruction. Each weekly class is approximately 2 hours in length, requiring at least 4 hours of preparation.

“Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Click [here](#) for guidance on how to give feedback in a professional and respectful manner. Students will be notified when the evaluation period opens and may complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluer.com/ufl/>. Summaries of course evaluation results are available to students [here](#).”

VI. Course Schedule of Topics and Assignments

Class	Assigned Reading (Due Before Class)	Assigned Writing (Due Before Class)	Class Discussion
8.21	Read Chapter 1, How Attorneys Communicate, Read First Hypo Facts	Core Grammar Pre-Test Due 8/28	Introduction, Legal Memoranda & Process (facts, law, analysis, memo), Writing Aids
23	Read Chapter 2, Sources and Systems of the Law, Read First Memo Facts		Sources of Law, Primary, Secondary, Stare Decisis, Supremacy, Hierarchy, Jurisdiction, First Memo
28	Read Chapters 3, 3.2, Reading for Comprehension, Read First Hypo Cases 1-6	Complete 3 Case Briefs, Upload to Canvas Case Illustration Due 9/6	Reading and Briefing a Case, Illustrating a Case
30	Read Chapters 3.1, 11, Statutory Analysis	Complete Statutory Outline, Upload to Canvas	Reading a Statute, Determining a Statutory Formula
9.4			Labor Day Holiday No Class
6	Chapters 4 & 5, Finding Your Argument, Read First Hypo Cases 7-12	Complete Analysis Chart, Upload to Canvas	Identify the Rule, Elements, Marshal Facts, Law, Analogize Facts
11	Read Chapters 6 & 7, Explaining the Law, IREAC		IRAC / IREAC, Issue, Rule and Case Explanation

13	Read Chapters 8, 9, Applying the Law and Concluding	Complete IREAC(s), Upload to Canvas	Applying the Law and Concluding,
18	Read Chapter 12, Discussion Section	Draft Discussion Section for Memo Discussion Due 9/20	Discussion, Introduction to Citation
20	Read Bluebook, pages 1-27, Florida Rule of Appellate Procedure 9.800	Complete Interactive Citation Workstation #1, 2, 3	Citation (cont.), Blue Booklet
25	Read Fact Pattern and Cases for Memorandum	Outline Statutes, Brief Cases for Legal Memo	Discuss Statute and Cases
27	Read Cases for Memorandum	Brief Cases for Legal Memo Core Grammar Post Test Due 10/1	Discuss cases and Outline of Analysis
10.2	Read Chapter 17, Client Letters	Client Letter Due 10/4	
4	Read Chapter 10, Policy	Draft Outline for Discussion Section, Upload to Canvas	Discuss Policy
9	Read Chapter 13, Question Presented and Brief Answer	Draft First Half of Discussion Section, Upload to Canvas, Submit to TA	Discuss Question Presented and Brief Answer
11	Read Chapter 14 and 15, Statement of Facts and Conclusion	Draft Second Half of Discussion Section, Upload to Canvas, Submit to TA	Discuss Statement of Facts and Conclusion

16	Read Chapter 12, Introduction and Point Headings	Draft Question Presented and Brief Answer, Facts and Conclusion, Upload to Canvas, Submit to TA	Discuss Introduction and Point Headings
18	Read Chapter 16, Editing & Polishing	Draft Introduction and Point Headings, Finalize Legal Memo	Discuss Editing and Polishing
23	Read Articles	Legal Memo Due 10/23	Citation for Law Review
25	Read Chapter 18, Professional Emails		Draft Client Email, Upload to Canvas
30		Complete Interactive Citation Workstation # 5, 6	Complete Course Evaluations Complete Interactive Citation Workstation # 9 & 13
11.1			No Class Student Conferences
6			No Class Student Conferences
8		Review for Final Exam	Review for Final Exam, <u>Final Project Distributed 11/11</u>
13			Legal Writing for Law School Exams
15			Summer Job Tips, Law Firm Survival
20		Semester Recap	<u>Final Project Due 11/19</u>