

LEGAL ANALYSIS AND WRITING I
ASSIGNMENT SCHEDULE
SPRING TERM, 2021

REQUIRED MATERIALS:

1. Richard Wydick & Amy Sloan, *Plain English for Lawyers* (6th ed. 2019).
2. Harvard Law Review et al., *The Bluebook: A Uniform System of Citation* (21st ed. 2020).
3. Course Packet (purchased at the Bookstore)

ASSIGNMENT DUE DATES:

1. Email Assignment, due on Sunday, January 17, by 10 p.m.
2. IRAC Exercise, due on Sunday, January 31, by 10 p.m.
3. Discussion Section Assignment, first draft due on Friday, February 21, by 10 p.m..
4. Final draft of Discussion Section Assignment due one week after your conference with me, by 10 p.m.
5. Office Memorandum Assignment, first draft due on Friday, March 26, by 10 p.m.
6. Final draft of the Office Memorandum Assignment due one week after your conference with me, by 10 p.m.

CLASS TOPICS AND ASSIGNMENTS:

WEEK ONE – JANUARY 11 and 13

Lecture (Monday)

Goals of the Course

Course Packet, pp. 1-11

Principles of Good Legal Writing

Wydick, *Plain English*, pp. 3-6

Gender-Neutral Language and the Singular They

Vermont Bar Journal Column on the Singular They (on TWEN)

Writing Lab with Teaching Assistants (Wednesday)

Discuss the Email Assignment

Course Packet 12-17

Omit Surplus Words

Wydick, *Plain English*, pp. 7-20

Plain English Exercises, Course Packet, pp. 18-19

Email Assignment is due by Sunday, January 17, at 10 p.m. (email me with your answer).

WEEK TWO – January 18 and 20

NO CLASS ON MONDAY, JANUARY 18 (MARTIN LUTHER KING DAY)

Writing Lab (Wednesday)

First Citation Workshop (bring your *Bluebook*)

WEEK THREE – JANUARY 25 and 27

Lecture (Monday)

Legal Organization and IRAC

Course Packet, pp. 20-28

IRAC Exercise

Course Packet, pp. 29-34

Document Design

Course Packet, page 35

Use Verbs to Express Action

Wydick, *Plain English*, pp. 23-25

Plain English Exercise, Course Packet, page 36

Writing Lab (Wednesday)

Outlining the IRAC Exercise

IRAC Exercise due on Sunday, January 31, by 10 p.m. Two-page limit. Upload to the course TWEN site under Assignments and Quizzes.

WEEK FOUR – February 1 and 3

Lecture (Monday)

Effective Paragraphing

Course Packet, pp. 37-41

Use the Active Voice

Wydick, *Plain English*, pp. 27-31

Course Packet, page 42

NO WRITING LAB THIS WEEK

WEEK FIVE – FEBRUARY 8 and 10

Lecture (Monday)

Introduce the Discussion Section Assignment

Course Packet, pp. 43-59; review pp. 154-58 (Sample Office Memo)

Use Short Sentences; Avoid Wide Gaps Between the Subject, the Verb, and the Object

Wydick, *Plain English*, pp. 33-37, 39-41

Plain English Exercise, Course Packet, page 60

Writing Lab (Wednesday)

Outlining the Discussion Section

WEEK SIX – FEBRUARY 15 and 17

Lecture (Monday)

Discuss Discussion Section Assignment

Signposting

Course Packet, pp. 61-72

Readability Test

Course Packet, pp. 73-74

Writing Lab (Wednesday)

Second Citation Workshop (bring your *Bluebook*)

Discussion Section Assignment is due on Friday, February 19, by 10 p.m. Five-page limit. Upload to the course TWEN site assignment dropbox.

WEEK SEVEN – FEBRUARY 22 and 24

No Lecture class or Writing Lab this week. I will hold individual conferences with each of you to discuss the first draft of your Discussion Section assignment.

The final draft of the Discussion Section Assignment is due one week after your conference with me, by 10 p.m. in the course TWEN site assignment dropbox.

WEEK EIGHT – MARCH 1 and 3

NO LECTURE CLASS OR WRITING LAB THIS WEEK (SPRING BREAK)

WEEK NINE – MARCH 8 and 10

Lecture (Monday)

Elements of an Office Memorandum

Course Packet, pp. 75-78

Standing, An Introduction

Course Packet, pp. 91-96

Arrange Your Words Carefully

Wydick, *Plain English*, pp. 46(at bottom of page)-52
Plain English Exercise, Course Packet, page 97

Writing Lab (Wednesday)

Third Citation Workshop (bring your *Bluebook*)

WEEK TEN – MARCH 15 and 17

Lecture (Monday)

Introduce the Office Memorandum Assignment
Course Packet, pp. 98-129.

Choose Your Words Carefully

Wydick, *Plain English*, pp. 55-68.

Writing Lab (Wednesday)

Outlining the Discussion Section of the Office Memorandum

WEEK ELEVEN – MARCH 22 and 24

Lecture (Monday)

Discuss Questions Presented and Brief Answers
Course Packet, pp. 78-84.

Statement of Facts

Course Packet, pp. 84-88

Quotation Marks

Writing Lab (Wednesday)

Workshop on the Question Presented and Brief Answer for the Office
Memorandum Assignment. Bring a draft of your QP and BA to class.

Office Memorandum Assignment due on Friday, March 26, by 10 p.m. Upload to the
course TWEN site assignment dropbox.

WEEK TWELVE – MARCH 29 and 31

Lecture (Monday)

Punctuation

Wydick, *Plain English*, pp. 71-102 (skip over the Exercises).

Course Packet, pp. 130-31

NO WRITING LAB ON WEDNESDAY

The final draft of the Office Memorandum Assignment is due one week after your conference with me, by 10 p.m. in the course TWEN site assignment dropbox.

WEEK THIRTEEN – APRIL 5 and 7

Lecture (Monday)

Course Evaluations

Advanced Legal Writing--Metaphor

Course Packet, pp. 132-53

NO WRITING LAB ON WEDNESDAY

WEEK FOURTEEN – APRIL 12 and 14

NO CLASS OR WRITING LAB THIS WEEK

WEEK FIFTEEN – APRIL 19 and 21

NO LECTURE OR WRITING LAB THIS WEEK