LEGAL ANALYSIS AND WRITING I  
ASSIGNMENT SCHEDULE  
FALL TERM 2021

REQUIRED MATERIALS:
3. Course Packet (on TWEN--online)

ASSIGNMENT DUE DATES:
1. Email Assignment, due on Sunday, September 5, by 10 p.m.
2. IRAC Exercise, due on Sunday, September 19, by 10 p.m.
3. First Draft of Discussion Section Assignment on Friday, October 8, by 10 p.m.
4. Final draft of Discussion Section Assignment due one week after your conference with your Dean’s Fellow, by 10 p.m.
5. First Draft of Office Memorandum Assignment due on Friday, November 12, by 10 p.m.
6. Final draft of the Office Memorandum Assignment due one week after your conference with your Dean’s Fellow, by 10 p.m.

CLASS TOPICS AND ASSIGNMENTS:

**WEEK ONE – August 30 and September 1**

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, September 5, at 10 p.m. (email your Dean’s Fellow with your answer).*
WEEK TWO – September 6 and 8

NO MONDAY LECTURE ON SEPTEMBER 6 (LABOR DAY)

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

WEEK THREE – September 13 and 15

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

Writing Lab (Wednesday)
   Outlining the IRAC Exercise
   Use Verbs to Express Action
      Wydick, Plain English, pp. 23-25
      Plain English Exercise, Course Packet, page 36

IRAC Exercise due on Sunday, September 19, by 10 p.m. Two-page limit. Upload to your Dean’s Fellows TWEN site under Assignments and Quizzes.

WEEK FOUR – September 20 and 22

Lecture (Monday)
   Effective Paragraphing
      Course Packet, pp. 37-41
   Use the Active Voice
      Wydick, Plain English, pp. 27-31
      Course Packet, page 42

Writing Lab (Wednesday)
   Second Citation Workshop (bring your Bluebook)
WEEK FIVE – September 27 and 29

Lecture (Monday)
   Introduce the Discussion Section Assignment
   Use Short Sentences; Keep the Subject, Verb, and Object close together
   Wydick, *Plain English*, pp. 33-37, 39-41
   *Plain English* Exercise, Course Packet, page 60

Writing Lab (Wednesday)
   Case Briefing the Discussion Section cases
   Course Packet, pp. 43-59; review pp. 154-58 (Sample Office Memo)

WEEK SIX – October 4 and 6

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

Writing Lab (Wednesday)
   Outlining the Discussion Section

Discussion Section Assignment is due on Friday, October 8, by 10 p.m. Five-page limit.
Upload to your Dean’s Fellows course TWEN site assignment dropbox.

WEEK SEVEN – October 11 and 13

NO MONDAY LECTURE ON OCTOBER 11 (INDIGENOUS PEOPLES DAY)

NO WRITING LAB THIS WEEK

This week you will participate in a 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, by 10
p.m. in your Dean’s Fellows course TWEN site assignment dropbox.

WEEK EIGHT – October 18 and 20

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 NINE – October 25 and 27

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 TEN – November 1 and 3

Lecture (Monday)
Discuss Questions Presented and Brief Answers
Course Packet, pp. 78-84.
Statement of Facts
Course Packet, pp. 84-88
Quotation Marks

NO WRITING LAB THIS WEEK—WEDNESDAY, NOVEMBER 3, followMONDAY CLASS SCHEDULE (NO SECOND LEGAL WRITING LECTURE THIS WEEK)

WEEK ELEVEN – November 8 and 10

Lecture (Monday)
Punctuation
Wydick, Plain English, pp. 71-102 (skip over the Exercises).
Course Packet, pp. 130-31

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, November 12, by 10 p.m. Upload to your Dean’s Fellows course TWEN site assignment dropbox.

WEEK TWELVE – November 15 and 17

Lecture (Monday)
Advanced Legal Writing--Metaphor
Course Packet, pp. 132-53

NO WRITING LAB ON WEDNESDAY
Individual conferences with your Dean’s Fellow

The final draft of the Office Memorandum Assignment is due one week after your conference with your Dean’s Fellow, by 10 p.m., in the Dean’s Fellows course TWEN assignment dropbox.

WEEK THIRTEEN – November 22 and 24

NO MONDAY LECTURE
NO WEDNESDAY WRITING LAB (DAY BEFORE THANKSGIVING)

WEEK FOURTEEN – November 29 and December 1

NO MONDAY LECTURE

Writing Lab (Wednesday)
Last Class. Course evaluations and debrief.

WEEK FIFTEEN – December 6 and 8

NO LECTURE OR WRITING LAB THIS WEEK