

Professor Jacqueline Goldman  
**LAWYERING I: LEGAL RESEARCH AND WRITING  
SYLLABUS**

Fall Semester 2008 – Sections 1 and 2

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Office hours: Tues. 11 a.m. – 1 p.m.  
Friday 1 -3 p.m.

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## **INTRODUCTION**

Writing is an essential tool for legal practice. Just as fiction, poetry and technical writing each have their own distinct style and structure, legal writing has to meet certain requirements to be effective.

This course will help you develop the necessary skills to communicate in writing both in law school and in practice as a lawyer. Using office memoranda as a guide, you will learn to research, analyze, organize and apply legal materials and effectively communicate your analysis and conclusions in written work product.

## **TEXTS**

### **Required Texts:**

1. Linda H. Edwards, *Legal Writing and Analysis* (2d ed., Aspen Publishers 2007)
2. Amy E. Sloan, *Basic Legal Research: Tools and Strategies* (3<sup>rd</sup> ed., Aspen Publishers 2006);
3. *The Bluebook: A Uniform System of Citation* (Harvard Law Rev); and
4. Richard Wydick, *Plain English for Lawyers* (5<sup>th</sup> ed., Carolina Academic Press)

### **Recommended Texts:**

*Just Writing* (Enquist) 2<sup>nd</sup> Ed. 2005 (This text may be especially helpful if English is your second language, or you need to build grammar and punctuation skills).

*Elements of Style* by William Strunk, Jr., and E.B. White (4<sup>th</sup> ed., Longman 1999) is also a good resource.

Bring textbooks to class any time you have a reading assignment from them. You do not need to do the exercises in the textbooks unless I specifically assign them.

## **CLASS EXPECTATIONS AND GRADING**

### **Memo Assignments**

You will have two major written assignments this semester. The first assignment is worth 20% of your grade for the course, and the second assignment is worth 70% of your grade.

The first assignment will be graded on a modified pass/fail basis. You will be required to rewrite this assignment until you receive a passing grade. The second memo assignment will be assessed based on grading criteria you will receive prior to commencing

work on the assignment. This assignment will be graded anonymously; you will receive a unique identifying code to use instead of your name.

### **Additional Assignments**

Other assignments will be given periodically as class progresses. These will be worth 10% of your grade. Expect to take these smaller assignments seriously as they will help with the successful completion of your second memo assignment.

### **Late Assignments**

I must reserve the right not to accept late assignments. I expect you to notify me **before the due date** to inform me that you will not complete the assignment on time and why. If I choose to accept the late assignment, your grade may be adjusted accordingly.

### **OFFICE HOURS AND COMMUNICATION**

I am available outside of class during my office hours or by appointment. My office hours, room number, phone number and email address are all listed at on the first page of this syllabus. Please feel free to contact me with any questions you may have. You may also address me after class with brief questions or to schedule an appointment.

I will be communicating with the entire class through my TWEN website for this course. **You must register for the TWEN website** using your Westlaw access and instructions you were given during the Introduction to Law week. Class assignments will be posted on the TWEN website. Please check your email regularly. My TWEN password is **Goldman**.

### **COURSE POLICIES**

You are responsible for complying with all Law School policies as well as the policies for this course as will be posted on the TWEN website. Please pay careful attention to the policies about collaboration, plagiarism, and unauthorized assistance.

### **ASSIGNMENTS FOR FIRST TWO WEEKS:**

Wednesday August 27: Read Edwards Chapter 1 and pages 127-28; SKIM Appendix A. Register for the TWEN website and complete the writing self-assessment by the end of the first week.

Friday August 29: Read Edwards Chapter 2 and Sloan pages 1-9 (Chapter 1). As you complete case reading assignments for other classes, select an example of a paragraph or two from an assigned case that you find particularly difficult to understand. Bring it to class for discussion.

Wednesday, September 3: Edwards Ch. 3, Sloan Ch. 2.

Friday, September 5: Sloan, Ch. 4-5.

These readings are essential preparation for our work in the library in Week 3. I will be posting further assignments on the TWEN site as the semester progresses.

I look forward to assisting you in learning this essential professional communication skill.