

1. Record Nr.	UNINA9910671469903321
Autore	Fruehwald Edwin Scott <1955->
Titolo	Legal writing exercises : a practical guide to clear and persuasive writing for lawyers // E. Scott Fruehwald
Pubbl/distr/stampa	Chicago, Illinois : , : American Bar Association, , [2014] ©2014
ISBN	1-62722-893-4
Descrizione fisica	1 online resource (156 p.)
Disciplina	808.0663
Soggetti	Legal composition Law - United States - Language
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
Nota di contenuto	Title Page; Dedication; Contents; Preface; Chapter 1: Introduction: General Principles of Writing and Editing; Chapter Goals; The Three Stages of Writing; The Pre-writing Stage; The Editing Stage; A Holistic Approach to Writing; Retrieval Exercises; Conclusion; Chapter 2: Active and Passive Sentences and Writing with Verbs; Chapter Goals; Use the Active Voice; Write with Verbs; Don't Overuse the Verbs "To Be" or "To Have"; Avoid Complex Verb Constructions; Chapter 3: Editing for Wordiness; Chapter Goals; Edit Wordy Expressions; Eliminate Unnecessary Repetitions Eliminate "There" or "It" Constructions Eliminate Long Descriptive Phrases; Eliminate Wordy Negative Expressions; Shorten Introductory Phrases; Conclusion; Chapter 4: Emphasis, Clarity, and Specificity; Chapter Goals; Emphasis; Make Lists Clear; Avoid Cliches and Legal Jargon; Be Specific; Conclusion; Chapter 5: Combining Sentences and Editing Paragraphs; Chapter Goals; Recognizing Sentence Patterns and Combining Sentences; Eliminate Redundant Sentences; Don't Tread Water; Paragraph Editing Exercises; Do Not Overuse Particular Words within a Paragraph; Avoid Abrupt Verb Tense Changes Conclusion Chapter 6: Organizing Paragraphs and Creating Coherence; Chapter Goals; Introduction; Paragraph Unity; Organizing Paragraphs; Creating Coherence and Flow; Conclusion; Chapter 7: The Small-Scale Paradigm; Chapter Goals; Small-Scale Paradigm Defined; Small-Scale

Paradigm Outline; Conclusion; Law; Application; Small-Scale Paradigm and Paragraphing Outline; More Complex Paradigm Outline; Finding Problems in the Small-Scale Paradigm; Counterargument and the Small-Scale Paradigm; Conclusion; Chapter 8: Large- and Medium-Scale Organization; Chapter Goals
Organization of a Discussion or Argument Section
Example: Negligence; Example: Intentional Infliction of Emotional Harm; Example: Intentional Infliction of Emotional Harm; Example: Fair Use Statute (Copyright); Example: Fair Use; Articulating the Organization; Introduction; Headings and Subheadings; Thesis Paragraphs; Closure; Conclusion; Bringing It Together; Other Types of Medium- and Large-Scale Organization; Creating Continuity and Flow Between Paragraphs, Subsections, and Sections; Chapter 9: Review; The Keys to Clear Legal Writing; Wrap Up; Glossary; Copyright

Sommario/riassunto

Like nothing else, writing is an essential skill for every lawyer. This handy, easy-to approach guide will strengthen any lawyers writing skills through a series of specialized exercises. You'll learn to write more concise, powerful sentences; eliminate un-needed words; and structure and combine sentences and paragraphs to create clear and persuasive documents, letters, and more. It's perfect for lawyers and associates, even non-lawyers, anyone looking for an effective way to improve their writing skills.
