

THE LAWYER'S GUIDE TO WRITING WELL

2ND
EDITION

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lawyer." —WILLIAM SAFIRE,
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TOM GOLDSTEIN
AND
JETHRO K. LIEBERMAN

The Lawyer's Guide To Writing Well Second Edition

Neil Guthrie



The Lawyer's Guide To Writing Well Second Edition:

The Lawyer's Guide to Writing Well Tom Goldstein, Jethro K. Lieberman, 2003-01-13 This eminently practical volume demystifies legal writing outlines the causes and consequences of bad writing and prescribes straightforward easy to apply remedies that will make your writing readable Complete with usage notes that address lawyers most common errors this well organized book is both an invaluable tool for practicing lawyers and a sensible grounding for law students This much revised second edition contains a set of editing exercises and a suggested revision key with explanations to test your skill This book is a definitive guide to becoming a better writer and a better lawyer

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upper class writing courses and lawyers who wish to continue professional development Leading judges and lawyers deliver many of the lessons An early chapter covers the foundations of good legal writing beginning with avid reading as well as professional commitment to the client s interests Also covered are such foundations as identifying the intended audience scheduling outlining orienting readers and maintaining civility and professionalism Later chapters concern researching writing editing and dismantling barriers to effective writing Topics include the consequences of inadequate research the four fundamentals of good legal writing conciseness precision simplicity and clarity and the roles of reason and passion in persuasive writing Chapters on editing and proofreading stress the writer s need to restrain pride of authorship that would stiffen resistance to constructive pre publication input Chapters also treat three major barriers misused jargon acronyms and footnotes Chapters on versatility describe how lawyers if their personal and professional circumstances permit can fulfill professional responsibility and achieve personal satisfaction by writing in such diverse forums as newspaper editorial pages law reviews bar association journals and blogs

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persuasive writing to legal drafting Meanwhile Garner explores important aspects of document design Basic intermediate and advanced exercises in each section reinforce the book s principles An answer key to basic exercises is included in the book answers to intermediate and advanced exercises are provided in a separate Instructor s Manual free of charge to instructors Appendixes include a comprehensive punctuation guide with advice and examples and four model documents Today more than ever before legal professionals cannot afford to ignore the trend toward clear language shorn of jargon Clients demand it and courts reward it Despite the age old tradition of poor writing in law Legal Writing in Plain English shows how legal writers can unshackle themselves Legal Writing in Plain English includes Tips on generating thoughts organizing them and creating outlines Sound advice on expressing your ideas clearly and powerfully Dozens of real life writing examples to illustrate writing problems and solutions Exercises to reinforce principles of good writing also available on the Internet Helpful guidance on page layout A punctuation guide that shows the correct uses of every punctuation mark Model legal documents that demonstrate the power of plain English

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