

**Dr Anna Czaplińska**

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Room 3.33 / Secretariat 3.13

**Speaking-hours (winter semester):** Tuesday 11:30-13:00,

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## **LEGAL WRITING FOR ACADEMIC PURPOSES**

### **academic year 2017/18**

#### OPTIONAL MODULE

20 hrs

##### → Literature:

- Bailey, S. *Academic Writing – A Handbook for International Students*, Routledge, 2011 (excerpts)
- Jordan, R.R. *Academic Writing Course*. London: Nelson/Longman, 1999 (excerpts)

##### → Websites:

- Links to Academic Resource Websites

[http://www.lps.canterbury.ac.nz/lsc/resources\\_web\\_links.php](http://www.lps.canterbury.ac.nz/lsc/resources_web_links.php)

- Academic Phrasebank <http://www.phrasebank.manchester.ac.uk/>

- Purdue Online Writing LAB <https://owl.english.purdue.edu/owl/>

- Monash University Language and Learning Online

<http://www.monash.edu.au/lls/llonline/index.xml>

- English Grammar Tutorials <https://ctl.yale.edu/writing/resources-multilingual-writers/downloadable-english-grammar-tutorials>

- Academic writing guide By S.J. Levine <http://www.learnerassociates.net/dissthes/>

- Introduction to Basic Legal Citation <https://www.law.cornell.edu/citation/>

- Cite2Write <http://www.qub.ac.uk/cite2write/home.html>

- OSCOLA

<https://www.law.ox.ac.uk/research-subject-groups/publications/oscola>

- Chicago Manual of Style <http://www.chicagomanualofstyle.org/home.html>

- <https://www.reference.com/education/explore/academic-essays?qo=learnMore>  
(Q&A reference search engine)
- Legal Writing Institute <https://www.lwionline.org/>
- ABD Survival Guide (on-line journal) <https://www.abdsurvivalguide.com/>

### **Course purpose and requirements:**

The purpose of the course is to provide students with the knowledge and skills necessary for drafting academic texts on legal issues in English. The students will be asked to work in groups and individually, in class and at home in order to improve both their legal English and their writing skills. After completion of the course the student shall be capable to write academic essays as well as to prepare oral presentations. The course is furthermore designed to develop the students' research skills as well as the language skills to the B2+ level.

In order to attend the course the students must:

- possess basic knowledge concerning legal notions, legal institutions, legal system, legal language, methods of interpretation and of research,
- present basic skills in analysis, synthesis, logical reasoning,
- be fluent in English - B2 level.

The presence in class is mandatory throughout the course.

### **Course contents:**

1. Formal aspects of writing academic papers and dissertations, i.a.:

- vocabulary and style
- division and structuring of text
- variety of styles of citation

2. Collection and use of sources and materials:

- search tools, libraries, databases etc.
- legal acts, other legal texts and documents
- jurisprudence
- literature
- methods of analysis and interpretation
- legal and ethical limitations concerning the use of sources and materials

3. Determination of contents of the paper

- formulation of the topic of research (title of paper)
- determination of the substantial scope of the paper
- structure of the paper - work plan, table of contents

- introduction and final conclusions
- modifications to the scope of research
- 4. Methods of argumentation and drawing conclusions
  - critical approach to sources and materials
  - types of logical reasoning
  - presentation of research outcomes
  - justification of conclusions
- 5. Writing case notes and reviews
- 6. Application of the research principles and skills to oral presentations and in discussion

### **Evaluation:**

The student's assessment is based on evaluation of a final paper on a topic formulated by the student (c.a. 2500 words – 5 pages); the student is informed what were the strong and the weak points. All other student's activities within the course (such as the interactive involvement in discussion, oral presentations, solution of in-class/ homework exercise) are taken into account in the overall assessment.

### **Grade definition**

- 5 (A) - very good - outstanding performance, without substantial and formal errors (but single minor formal imperfections are acceptable)
- 4+ (B) - better than good – performance above the average standard but with some errors
- 4 (C) - good – sound performance but with a number of notable errors
- 3+ (D) - better than sufficient – average performance, fair but with significant shortcomings
- 3 (E) - sufficient - performance meets the minimum criteria
- 2 (F) - unsatisfactory (fail) – performance shows fundamental shortcomings and does not meet the minimum standard