



Course Specifications

Course Title:	ENGLISH LEGAL WRITING
Course Code:	LAW 231
Program:	BACHELOR OF LAW
Department:	LAW
College:	COLLEGE OF LAW
Institution:	PRINCE SULTAN UNIVERSITY

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A. Course Identification

1. Credit hours: 3
2. Course type
a. University <input type="checkbox"/> College <input type="checkbox"/> Department <input checked="" type="checkbox"/> Others <input type="checkbox"/>
b. Required <input checked="" type="checkbox"/> Elective <input type="checkbox"/>
3. Level/year at which this course is offered: 2
4. Pre-requisites for this course (if any): 112
5. Co-requisites for this course (if any): Not available

6. Mode of Instruction (mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom	30	67
2	Blended	15	33
3	E-learning		
4	Distance learning		
5	Other		

7. Contact Hours (based on academic semester)

No	Activity	Contact Hours
1	Lecture	30
2	Laboratory/Studio	
3	Tutorial	15
4	Others (specify)	
	Total	45

B. Course Objectives and Learning Outcomes

1. Course Description

The course is an obligatory course. It aims to give practical training to law students about writing, drafting legal documents. These documents are considered essential part of any law degree. Students receive first-hand experience of what a law firm require in legal writing, once they join the job market. The course has various areas of legal written practice of making documents for clients and court proceedings like pleading papers or contracts. Students will have opportunities to learn and apply their legal English skills by becoming familiar with resources available to students, observing real-world legal situations.

2. Course Main Objective

- (i) To inform the students about the basic characteristics and functions English legal writing



- (ii) To develop students' understanding about correct methodology of writing different documents for clients
- (iii) To equip the students with necessary knowledge on the rules of narrative and descriptive methods of legal drafting as well as improving vocabulary and legal terminology.

3. Course Learning Outcomes

CLOs		Aligned PLOs
1	Knowledge and Understanding	
1.1	Explain the core principles of good legal writing in English and analyse well written documents.	PLO 1
2	Skills :	
2.1	Conduct basic research needed to produce legal documents.	PLO 3 PLO 4
2.2	Apply critical-thinking skills when solving practical problems regarding legal writing	PLO 4
2.3	Competently draft at least 4 commonly used kinds of legal documents including letters, contracts, minutes of meetings and legal memoranda.	PLO 5
2.4	Use technology for oral and written communication and legal analysis in English	PLO 6
3	Values:	
3.1	Demonstrate ability to work in group to perform research assignment or solve the problem in a hypothetical writing scenario for English legal writing.	PLO 8

C. Course Content

No	List of Topics	Contact Hours
1	Introduction Principles of writing. Importance of good legal writing. Mechanical errors Types of legal writing	3
2	Part I: Contracts Introduction: Where does one start in writing a contract? Use of contract forms. Research. The content of the contract. Defined terms. Negotiated and un-negotiated terms. Precise and imprecise language in the perfect contract. Checklists. Organization and format	12
3	Part II: Pleadings Complaint, answer, counterclaim, crossclaim, third-party complaint	12
4	Part III: Law Office Memo	9



	Definition of a memo, rules about writing a legal memo, issues and answers, reasoning of a memo, a legal notice, and its various styles, Summons and processes, class work about various legal memos	
5	Part IV: Transmittal Letter, Client Opinion Letter and Other Correspondence 2. Transmittal letter, client opinion letter and e-mail correspondence: Introduction, purpose of the transmittal letter, style of letters, purpose of the client opinion letter, format of the client opinion letter, Other Correspondence.	9
Total		45

D. Teaching and Assessment

1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Teaching Strategies	Assessment Methods
1.0	Knowledge and Understanding		
1.1	Explain the core principles of good legal writing in English and analyse well written documents	Lectures Group Discussion Case analysis	Exams Class discussion Assignment
1.2			
...			
2.0	Skills		
2.1	Conduct basic research needed to produce legal documents	Tutorial Group Discussion Problem solving exercises	Exams Class discussion
2.2	Apply critical-thinking skills when solving practical problems regarding legal writing.	Tutorial Group Discussion Problem solving exercises	Exams Class discussion
2.3	Competently draft at least 4 commonly used kinds of legal documents including letters, contracts, minutes of meetings and legal memoranda.	Tutorial Group Discussion Problem solving exercises	Exams Class discussion Assignments
2.4	Use technology for oral and written communication and legal analysis in English	Tutorial Group Discussion	Exams Class discussion Assignments
3.0	Values		
3.1	Demonstrate ability to work in group to perform research assignment or solve the problem in a hypothetical	Tutorial Problem solving exercises	Assignments Presentation



	writing scenario for English legal writing.		
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2. Assessment Tasks for Students

#	Assessment task*	Week Due	Percentage of Total Assessment Score
1	Major 1	6	20
2	Major 2	10	20
3	Assignment & presentation	12	15
4	Class activities	1-12	5
5	Final exams	15	40
6			
7			
8			

*Assessment task (i.e., written test, oral test, oral presentation, group project, essay, etc.)

E. Student Academic Counseling and Support

Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice :

- 4 weekly office hours.
- Contact by email
- Using Moodle to make any necessary announcement

F. Learning Resources and Facilities

1. Learning Resources

Required Textbooks	Bast & Hawkins Foundations of Legal Research and Writing.	
Essential References Materials	Relevant materials available in the library for research assignment. A practical guide to Legal writing and legal method, 5 th edition	
Electronic Materials	Websites: https://lawlibguides.luc.edu/c.php?g=610775&p=4239606	
Other Learning Materials	https://ox.libguides.com/c.php?g=423012&p=2888693	

2. Facilities Required

Item	Resources
Accommodation (Classrooms, laboratories, demonstration rooms/labs, etc.)	Classroom with up to 30 seating capacity
Technology Resources (AV, data show, Smart Board, software, etc.)	Smartboard (Overhead projector and Screen)
Other Resources	



(Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list)

G. Course Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Course exit survey	Students	Indirect
Online Course evaluation survey	Students	Indirect
Peer review	Faculty	Direct Co-signing of final exams
Class observation of teaching quality	Chairperson	Direct
Teaching and course learning outcomes achievement	Faculty	Direct Course assessment report
Action plan continuity (Closing the loop)	QA Committee	PLO assessment report

Evaluation areas (e.g., Effectiveness of teaching and assessment, Extent of achievement of course learning outcomes, Quality of learning resources, etc.)

Evaluators (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify))

Assessment Methods (Direct, Indirect)

H. Specification Approval Data

Council / Committee	
Reference No.	
Date	

